

This includes all reimbursable expenses for travel activities while on University Business, attendance at and/or presenting at conferences, participating with professional organizations, and participating in professional development.

**\*\*"Meals and Incidentals" at Mount Royal University are reimbursed on a per diem basis while on business travel**

\*\*\*"Other" includes conference and professional development registration fees and other miscellaneous travel expenses

Mount Royal University Policy provides for hosting and working session expenses to be reimbursed for University business activity. Business activity can include meetings with external parties(E) and MRU employees (M).

						Received Expenses				Non-Received Expenses			
Position:	Dates:	Purpose	Location			Meals	Transportation *	Other	Sub-total	Meals & Incidentals	Other Transportation *	Sub-Total	Grand Total
Provost & VP	July 3, 2025	Community Relations Event	Community Relations Event	Calgary, AB			19		19				19
Provost & VP	July 4, 2025	Community Relations Events	Community Relations Events	Calgary, AB			55		55		18	18	73
Provost & VP	July 6, 2025	External Meeting (1E, 1M)	External Meeting - Business	Calgary, AB		10			10			-	10
Provost & VP	July 9, 2025	Community Relations Event	Community Relations Event	Calgary, AB					-		11	11	11
Provost & VP	July 11, 2025	Community Relations Event	Community Relations Event	Calgary, AB			4		4		9	9	14
Provost & VP	July 12, 2025	External Meeting (1M)	External Meeting - Business	Calgary, AB			33		33		8	8	41
Provost & VP	July 14, 2025	External Meeting (1M)	External Meeting - Business	Calgary, AB					-				-
Provost & VP	August 14, 2025	Internal Meeting (2M)	Department Meeting / Activity	Calgary, AB		40	1		41		10	10	51
Provost & VP	August 28, 2025	External Meeting (1M, 1E)	External Meeting - Business	Calgary, AB					6			-	6
Provost & VP	September 6, 2025	Community Relations Event	External Meeting - Business	Calgary, AB		6.15			-		25	25	25
Provost & VP	September 10, 2025	Internal Meeting (6M, 1E)	Department Meeting / Activity	Calgary, AB					-		5	5	5
Provost & VP	September 10, 2025	External Meeting (1M)	External Meeting - Business	Calgary, AB			39		39			-	39
Provost & VP	September 11, 2025	Internal Meeting (17M)	Department Meeting / Activity	Calgary, AB		245			245			-	245
Provost & VP	September 12, 2025	External Meeting (2E, 2M)	External Meeting - Business	Calgary, AB			6		6		10	10	16
Provost & VP	September 17, 2025	Community Relations Event	External Meeting - Business	Calgary, AB			18		18		11	11	29
									-				-
									-				-
						301	176	-	477		107	107	583