

Mount Royal University
Quarterly Expense Reporting

October 1, 2024 to December 31, 2024

Name: Chad London
Title: Provost and Vice-President, Academic



1) Travel Expenses and Professional Development

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.

**"Other Transportation" includes public transportation, rental cars, taxi, car service fees, parking, mileage, etc. (Note: Mileage is reimbursed on a per KM basis at MRU)

***"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

Position:	Dates:	Destination	Purpose	Receipted Expenses					Non-Receipted			Grand Total
				Airfare	Other Transportation *	Accommodation	Other ***	Sub-total	Meals ** & Incidentals	Other Transportation *	Sub-total	
Provost & VP	10/12/2024	Orlando, FL	Higher Education Conference	776				776			-	776
Provost & VP	11/6/2024	Toronto, ON	University Vice-President's Network & FBS Summit	1,474			845	2,319				2,319
Provost & VP	11/4-6,2024	London, ON	Attend UVPN/FBS meetings		218	886		1,103				1,103
				2,251	218	886	845	4,199	-	-	-	4,199

2) Hosting and Working Session 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).

Position:	Dates:	Purpose	Location	Receipted Expenses				Non-Receipted Expenses			Grand Total
				Meals	Transportation *	Other	Sub-total	Meals & Incidentals	Other Transportation *	Sub-Total	
Provost & VP	10/2/2024	Meeting(1E)	Calgary, AB		25	10	35			-	35
Provost & VP	10/17/24	Meeting(1E)	Calgary, AB		32		32			-	32
Provost & VP	10/18/24	Meeting(1E)	Calgary, AB		32	35	66			-	66
Provost & VP	11/13/24	MRU Campus	Internal Event: Phoenix Rising		2	10	12			-	12
Provost & VP	11/20/24	Meeting(1E, 1M)	Calgary, AB	155	13		168			-	168
Provost & VP	12/15/24	Visit MRU Hangar Location	Calgary, AB		31		31			-	31
				155	134	54	343			-	343