

Mount Royal University
Quarterly Expense Reporting

January 1, 2025 to March 31, 2025

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	1/30-2/2,2025	Calgary,AB	Crowchild Classic		30			30				30
Provost & VP	2/9/2025	Calgary,AB	HKCBA Calgary Lunar New Year Gala		38			38				38
Provost & VP	2/12/2025	Ontario	BHER Executive Summit	874	322	836	1,006	3,039				3,039
Provost & VP	2/17/2025	Calgary,AB	External Meeting: Chiu Family		8			8				8
Provost & VP	2/25/2025	Calgary,AB	Calgary Provosts Meeting	129	9			138				138
Provost & VP	3/5/2025	Ontario	RRU Meeting	141				141				141
Provost & VP	3/5-7,2025	Victoria,BC	WESTVAC & WEST VPR Conference	366	219	699	960	2,245			-	2,245
Provost & VP	3/11/2025	Calgary,AB	RBC Foundation & Canada West Foundation		20			20				20
Provost & VP	3/12/2025	Calgary,AB	Networking Event		55			55				55
Provost & VP	3/13/2025	Calgary,AB	DHR Global		19			19				19
				1,510	719	1,536	1,966	5,731	-	-	-	5,731

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	2/23/2025	Meeting(9M)	Provost's Council Monthly Social	Calgary, AB	107		107			-	107
Provost & VP	3/18/2025	Meeting(2M)	Lunch Meeting	Calgary, AB	106		106			-	106
Provost & VP	3/23/2025	Meeting(7M)	Provost's Council Social	Calgary, AB	69		69			-	69
Provost & VP	3/24/2025	Meeting(1M)	Breakfast meeting	Calgary, AB	37	7	44			-	44
				319	7	-	326	-	-	-	326