

Mount Royal University
Quarterly Expense Reporting

April 01, 2025 to Jun 30, 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

				Receipted Expenses					Non-Receipted				
Position:	Dates:	Destination	Purpose	Other				Sub-total	Meals **		Other		Grand Total
				Airfare	Transportation *	Accommodation	Other ***		& Incidentals	Transportation *	Sub-total		
Provost & VP	April 2, 2025	Calgary	External Community Event			25		25			10	10	35
Provost & VP	May 1, 2025	Kananaskis	Conference Attended			16		16			132	132	147
Provost & VP	May 7-9, 2025	Saskatoon	Conference Attended		947	151	722	699	2,519	34		34	2,554
Provost & VP	May 19-20, 2025	Banff	Conference Attended			11	366		377		143	143	520
Provost & VP	Jun 16-19, 2025	Ireland	Conference Attended		784	2,115	2,791	525	6,215	1,595		1,595	7,810
Provost & VP	Jun 26-27, 2025	Edmonton	Conference Attended			402	132	188	722	34		34	756
					2,133	2,450	4,067	1,224	9,874	1,664	285	1,948	11,822

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						
				Meals	Transportation *	Other	Sub-total	Meals & Incidentals	Other Transportation *	Sub-Total	Grand Total				
Provost & VP	April 4, 2025	Internal Meeting (2M)	Department Meeting / Activity	Calgary, AB					-			20	20	20	
Provost & VP	April 30,2025	External Meeting (1E, 2M)	External Meeting - Business	Calgary, AB					9			-	-	9	
Provost & VP	May 2, 2025	Internal Meeting (10M)	Department Meeting / Activity	Calgary, AB					116			-	-	116	
Provost & VP	May 21, 2025	External Meeting (1M, 4E)	External Meeting - Business	Calgary, AB					-			9	9	9	
Provost & VP	June 2, 2025	Internal Meeting (7M)	Department Meeting / Activity	Calgary, AB								7	7		
									125	-	-	125	36	36	161