

Name: Christopher Lee
Title: Chair of the Board of Governors



1) Travel Expenses and 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			
					Airfare	Other Transportation *	Accommodation	Other ***	Sub-total	Meals ** & Incidentals	Other Transportation *	Sub-total	Grand Total
Position:	Dates:	Destination	Purpose		834	229	1,157	-	2,220		-	-	2,220
BoG	May 1-3,2025	Halifax			834	229	1,157	-	2,220	-	-	-	2,220

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).	

[illegible]