Mount Royal University Name: Christopher Lee												100	4.		
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Quarterly Expense Reporting						Title:	Chair of the Board of Governors						MOUNT ROYAL		
	April 1, 2025 to J	une 30, 2025											, , , , , , , , , , , , , , , , , , ,	-	
	1) Travel Expenses	s and Professional Develop	nent												
	This includes all re	imbursable expenses for tra	vel activities while on I	Jniversity Business, attendance at and/or present	ting at conference	es,									
_		professional organizations, a													
-	*	"Other Transportation" inc	ludes public transport	ation, rental cars, taxi, car service fees, parking, m	nileage, etc. (Not	e: Mileage is	reimbursed on a p	er KM basis at MRU)							
		** "Meals and incidentals" at Mount Royal University are reimbursed on a per diem basis while on business travel													
				velopment registration fees and other miscellane		ses									
		and the state of t										Non-Receipted			
							Other				Meals **	Other		Grand	
	Position:	Dates:	Destination	Purpose		Airfare	Transportation *	Accommodation	Other ***	Sub-total	& Incidentals	Transportation *	Sub-total	Total	
	BoG	May 1-3,2025	Halifax			834	229	1,157	-	2,220		-	-	2,220	
						834	229	1,157	-	2,220	-	-	-	2,220	
	2) Hosting and Wo	orking Session Expenses													
-			ting and working sessi	on expenses to be reimbursed for University busi	ness activity										
		an include meetings with ex													
	,							Receipted				Non-Receipted			
								Expenses				Expenses			
											Meals &	Other		Grand	
Position: Dates:		Purpose		Location		Meals	Transportation *	Other	Sub-total	Incidentals	Transportation *	Sub-Total	Total		
														-	
										-				-	