



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.

- * "Transportation"(excluding airfare) 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 | |
| VP UA | April 1, 2025 | Calgary,AB | Conference Attended | | | 8 | | | 8 | | | - | 8 |
| VP UA | April 3, 2025 | Calgary,AB | Conference Attended | JMH LaunchPad Pitch Competition | | 8 | | | 8 | | | - | 8 |
| VP UA | April 15, 2025 | Calgary,AB | External Meeting - Business | SAIT | | 5 | | 47 | 52 | | | - | 52 |
| VP UA | April 17, 2025 | Calgary,AB | Conference Attended | Propelling Alberta: Aviation and Aerospace Opportunities Reception | | 83 | | | 83 | | | | 83 |
| VP UA | April 22, 2025 | Calgary,AB | Conference Attended | State of Downtown Report Launch and Community Conversation | | 10 | | | 10 | | | | 10 |
| VP UA | April 24, 2025 | Calgary,AB | Conference Attended | | | 30 | | | 30 | | | | 30 |
| VP UA | April 29, 2025 | Calgary,AB | Professional membership | THE CALGARY PETROLEUM-March | | | | 203 | 203 | | | | 203 |
| VP UA | May7-8, 2025 | Toronto | Conference Attended | UVPN | 1,453 | 182 | 1,090 | | 2,725 | | | - | 2,725 |
| VP UA | May 19, 2025 | Banff | Conference Attended | | | | 366 | 23 | 389 | | 316 | 316 | 705 |
| VP UA | May 20, 2025 | Calgary,AB | Professional membership | THE CALGARY PETROLEUM-April | | | | 346 | 346 | | | - | 346 |
| VP UA | May 27, 2025 | Calgary,AB | PD - Management | A conversation with Alexis von Hoensbroech, CEO, WestJet Group | | 16 | | 374 | 390 | | | - | 390 |
| VP UA | May 28, 2025 | Calgary,AB | Professional membership | CAN COUNCIL ADVANCE ED | | | | 4,490 | 4,490 | | | | 4,490 |
| VP UA | Jun 8, 2025 | Calgary,AB | Conference Attended | ScaleUP Awards Gala | | 8 | | | 8 | | | | 8 |
| VP UA | Jun 8, 2025 | Calgary,AB | PD - Management | Harvard Kennedy School | | | | 6,042 | 6,042 | | | | 6,042 |
| VP UA | Jun 15, 2025 | Calgary,AB | External Meeting - Business | Calgary Stampede President's Event | | 29 | | 47 | 76 | | | - | 76 |
| | | | | | | | | | - | | | | - |
| | | | | | 1,453 | 379 | 1,455 | 11,572 | 14,860 | - | 316 | 316 | 15,176 |

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: | Location | Purpose | | Receipted Expenses | | | | Non-Receipted Expenses | | | Grand Total |
|-----------|----------------|----------|-------------------|-------------------------------|--------------------|------------------|----------|-----------|------------------------|----------------------------------|-----------|-------------|
| | | | | | Meals | Transportation * | Other*** | Sub-total | Meals & Incidentals | Transportation * and/or Other*** | Sub-total | |
| VP UA | April 6, 2025 | Calgary | Meeting (1M, 1 E) | Department Meeting / Activity | 18 | - | - | 18 | - | - | - | 18 |
| VP UA | April 13, 2025 | Calgary | Meeting (2M) | Department Meeting / Activity | 71 | | | 71 | | | | 71 |
| VP UA | April 13, 2025 | Calgary | Meeting (1M, 1 E) | Department Meeting / Activity | 56 | | | 56 | | | | 56 |
| VP UA | May 4, 2025 | Calgary | Meeting (3M) | Department Meeting / Activity | 92 | | | 92 | | | | 92 |
| VP UA | May 4, 2025 | Calgary | Meeting (2M) | Department Meeting / Activity | 80 | | | 80 | | | | 80 |
| VP UA | Jun 8, 2025 | Calgary | Meeting (1M, 2E) | Department Meeting / Activity | 6 | | | 6 | | | | 6 |
| | | | | | - | | | - | | | | - |
| | | | | | - | | | - | | | | - |
| | | | | | - | 324 | - | 324 | - | - | - | 324 |