

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

					Receipted Expenses					Non-Receipted			
Position:	Dates:	Destination	Purpose		Airfare	Other Transportation *	Accommodation	Other ***	Sub-total	Meals ** & Incidentals	Other Transportation *	Sub-total	Grand Total
VP UA	July 07 2025	Calgary	Donor Stewardship	Stampede Event		10			10				10
VP UA	July 09 2025	Calgary	Donor Stewardship	Stampede Event		26			26				26
VP UA	July 10 2025	Calgary	Donor Stewardship	Stampede Event				215	215				215
VP UA	July 13 2025	Calgary	Donor Stewardship			37			37				37
VP UA	July 28 2025	Calgary	Professional membership	THE CALGARY PETROLEUM-July				203	203				203
VP UA	Aug 27 2025	Calgary	Professional membership	THE CALGARY PETROLEUM-Aug				203	203				203
VP UA	Sep 09 2025	Calgary	Conference - Attended	Calgary Chamber Event - State of the City				1,168	1,168				1,168
VP UA	Sep 10 2025	Calgary	External Meeting - Business	CE Leaders meeting		27			27				27
					-	99	-	1,788	1,887	-	-	-	1,887

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).

						Receipted Expenses				Non-Receipted Expenses			
										Meals & Incidentals	Transportation * and/or Other***	Sub-total	Grand Total
Position:	Dates:	Location	Purpose			Meals	Transportation *	Other***	Sub-total				
VP UA	July 23 2025	Calgary	Meeting (1M, 1 E)	Department Meeting / Activity		57	-	-	57	-	-	-	57
VP UA	July 29 2025	Calgary	Meeting (1M, 1 E)	Department Meeting / Activity		74			74				74
VP UA	Aug 24 2025	Calgary	Meeting (1M, 1 E)	Department Meeting / Activity		60	31		91				91
									-				-
									-				-
									-				-
						-	192	31	223	-	-	-	223