



October 1, 2024 to December 31, 2024

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	Nov 4-5	London, ON	University VP Network	628	101	468	43	1,240			-	1,240
VP UA	10/2/2024	Calgary	Meeting with Chad London and Sue Riddell		6			6			-	6
VP UA	10/8/2024	Calgary	Economic Outlook Conference		18			18			-	18
VP UA	10/9/2024	Calgary	Development for Deans Conference				1,016	1,016			-	1,016
VP UA	10/9/2024	Calgary	GR meeting with Richard Gotfried		6		-	6			-	6
VP UA	10/10/2024	Calgary	GR Event with the Premier				131	131			-	131
VP UA	10/16/2024	Calgary	Canada's Productivity Summit event		18			18			-	18
VP UA	10/17/2024	Calgary	GR Networking Event Tickets				272	272			-	272
VP UA	10/27/2024	Calgary	Registration-Leading Through the Changing Media Landscape				6,839	6,839			-	6,839
VP UA	11/17/2024	Calgary	Travel to/from the National Philanthropy Day Luncheon		19			19			-	19
VP UA	11/26/2024	Calgary	Gov Meeting		124			124			-	124
VP UA	11/27/2024	Calgary	Minister Meeting		133			133			-	133
				628	425	468	8,301	9,821	-	-	-	9,821

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			Grand Total
				Meals	Transportation *	Other***	Sub-total	Meals & Incidentals	Transportation * and/or Other***	Sub-total	
VP UA	10/20/2024	Meeting (M 2)-Division Strategic Planning	Calgary	72		-	72		-	-	72
VP UA	10/22/2024	Meeting (M 2)-Meeting with President of Alumni Council	Calgary	90			90			-	90
VP UA	10/29/2024	Meeting (M 1)	Calgary	56			56		-	-	56
VP UA	11/10/2024	Meeting (E 1)	Calgary	48			48			-	48
VP UA	11/17/2024	Meeting (M 4)	Calgary	15			15			-	15
VP UA	11/17/2024	Meeting (M 1)-Convocation Planning	Calgary	59			59			-	59
VP UA	12/4/2024	Meeting (M 1)	Calgary	5			5			-	5
VP UA	12/15/2024	Meeting(M 60)	Calgary	2,268			2,268			-	2,268
VP UA	12/15/2024	Meeting (M 9)-Committee & Offsite UA Leadership Meeting	Calgary	188			188			-	188
VP UA			Calgary				-			-	-
VP UA			Calgary				-			-	-
VP UA			Calgary				-			-	-
VP UA			Calgary				-			-	-
VP UA			Calgary				-			-	-
VP UA			Calgary				-			-	-
				2,801	-	-	2,801	-	-	-	2,801