

January 1, 2025 to March 31, 2025



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	1/19/2025	Calgary,AB	Community Lunch Meeting				70	70			-	70
VP UA	1/19/2025	Calgary,AB	Community Networking				1,380	1,380			-	1,380
VP UA	1/23/2025	Calgary,AB	Networking-Calgary Economic Development.		30		101	132			-	132
VP UA	2/4/2025	Calgary,AB	Minister of Advanced Education		16		4,738	4,753			-	4,753
VP UA	2/5/2025	Calgary,AB	Registration for for Beyond Borders				93	93			-	93
VP UA	2/5/2025	Calgary,AB	GR Consulting Onboarding Meeting		19			19				19
VP UA	2/9/2025	Calgary,AB	HKCBA Calgary Lunar New Year Gala 2025		22			22				22
VP UA	2/12/2025	Calgary,AB	Confluence YYC: International Women's Day				62	62				62
VP UA	2/18/2025	Calgary,AB	Chamber Event				1,252	1,252				1,252
VP UA	3/2/2025	Calgary,AB	Minister of Finance		19			19			-	19
VP UA	3/19/2025	Calgary,AB	Non-Profit Day 2025 Event		14		150	164			-	164
								-				-
				-	120	-	7,846	7,965	-	-	-	7,965

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	
				-	-	-	-	-	-	-	-