



Name: Melanie Rogers
 Title: Vice-President, Community Engagement
 Period: January 01, 2026 to March 31, 2026

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.

**"Other Transportation" 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 Expenses			
					Airfare	Other Transportation *	Accommodation	Other ***	Sub-total	Meals & Incidentals **	Other Transportation *	Sub-total	Grand Total
VP CE	Jan 14	Calgary	External Meeting - Business	Calgary Chamber - Business After Hours: AUArts				\$ 154.35	\$ 154.35			\$ -	\$ 154.35
VP CE	Jan 14	Calgary	External Meeting - Business	Women Leading in Social Impact: Why it's working				\$ 27.25	\$ 27.25			\$ -	\$ 27.25
VP CE	Jan 18	Calgary	External Meeting - Business	Canada's Productivity Challenges - Jack Mintz Event				\$ 156.45	\$ 156.45			\$ -	\$ 156.45
VP CE	Jan 29	Calgary	External Meeting - Business	Crowchild Classic				\$ 10.36	\$ 10.36			\$ -	\$ 10.36
VP CE	Feb 3	Calgary	External Meeting - Business	Calgary Chamber Event		\$ 21.66		\$ 21.66	\$ 21.66			\$ -	\$ 21.66
VP CE	Feb 18-19	Calgary	External Meeting - Business	Calgary Chamber Event		\$ 33.03		\$ 33.03	\$ 33.03			\$ -	\$ 33.03
VP CE	Feb 22	Calgary	External Meeting - Business	NAIT		\$ 9.45		\$ 9.45	\$ 9.45			\$ -	\$ 9.45
Subtotals					\$ -	\$ 74.50	\$ -	\$ 338.05	\$ 412.55	\$ -	\$ -	\$ -	\$ 413

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			
					Meals	Transportation *	Other	Sub-total	Meals & Incidentals	Other Transportation *	Sub-Total	Grand Total
VP CE	Jan 11	Calgary	External Meeting - Business	1M, 1E	\$ 12.68			\$ 12.68			\$ -	\$ 12.68
VP CE	Feb 12	Calgary	External Meeting - Business	3M	\$ 132.83			\$ 132.83			\$ -	\$ 132.83
VP CE	Feb 12	Calgary	External Meeting - Business	2M, 1E	\$ 136.59			\$ 136.59			\$ -	\$ 136.59
VP CE	Feb 22	Calgary	External Meeting - Business	1M, 1E	\$ 54.51			\$ 54.51			\$ -	\$ 54.51
VP CE	Feb 24	Calgary	Department Meeting	2M	\$ 23.62			\$ 23.62			\$ -	\$ 23.62
VP CE	Mar 11	Calgary	Department Meeting	2M	\$ 6.78			\$ 6.78			\$ -	\$ 6.78
Subtotals					\$ 367.01	\$ -	\$ -	\$ 367.01	\$ -	\$ -	\$ -	\$ 367