

### 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

Business, business, business and professional development, legal, insurance and other miscellaneous travel expenses					Received Expenses					Non-Received			
<b>Position:</b>	<b>Dates:</b>	<b>Destination</b>	<b>Purpose</b>		Airfare	Other Transportation *	Accommodation	Other ***	Sub-total	Meals & Incidental**	Other Transportation *	Sub-total	Grand Total
	VP Admin								0			0	
VP Admin									0			0	
VP Admin									0			0	
VP Admin									0			0	
									0			0	
									0			0	
									0			0	
									-			-	

## **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).