

July 1, 2025 to Sep 30, 2025

Name: Michael Lam
Title: Vice-President, Finance & Administration



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			Grand Total
				Airfare	Other Transportation *	Accommodation	Other ***	Sub-total	Meals & Incidentals**	Other Transportation *	Sub-total	
VP Admin								0			0	0
VP Admin								0			0	0
VP Admin								0			0	0
VP Admin								0			0	0
								0			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).

Position:	Dates:	Location	Purpose	Receipted Expenses				Non-Receipted Expenses			Grand Total
				Meals	Transportation *	Other	Sub-total	Meals & Incidentals**	Other Transportation *	Sub-Total	
VP Admin	August 31, 2025	Calgary	Meeting (2M)	54			54			-	54
VP Admin	September 8, 2025	Calgary	Meeting (7M)	212			212			-	212
VP Admin	September 25, 2025	Calgary	Meeting (5M)	208			208			-	208
VP Admin							-			-	-
							-			-	-
							-			-	-
							-			-	-
							-			-	-
							-			-	-
				474	-	-	474	-	-	-	474