



Name: Michael Lam
 Title: Vice-President, Finance and Administration
 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			Grand Total
				Airfare	Other Transportation *	Accommodation	Other ***	Sub-total	Meals ** & Incidentals	Other Transportation *	Sub-total	
VP Admin	Jan 28-Feb 1	Ottawa	Conference - Attended	\$ 638.12	\$ 204.92	\$ 500.68		\$ 1,343.72	\$ 168.05		\$ 168.05	\$ 1,511.77
VP Admin	Mar 5-9	Calgary	Professional Development		\$ 36.00			\$ 36.00			\$ -	\$ 36.00
VP Admin	Mar 22	Calgary	Professional Membership				\$ 1,186.50	\$ 1,186.50			\$ -	\$ 1,186.50
								\$ -			\$ -	\$ -
								\$ -			\$ -	\$ -
								\$ -			\$ -	\$ -
								\$ -			\$ -	\$ -
								\$ -			\$ -	\$ -
								\$ -			\$ -	\$ -
								\$ -			\$ -	\$ -
Subtotals				\$ 638.12	\$ 240.92	\$ 500.68	\$ 1,186.50	\$ 2,566.22	\$ 168.05	\$ -	\$ 168.05	\$ 2,734

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	Jan 13	Calgary	Department Meeting	\$ 83.92			\$ 83.92			\$ -	\$ 83.92
VP Admin	Jan 27	Calgary	Department Meeting	\$ 299.65			\$ 299.65			\$ -	\$ 299.65
VP Admin	Mar 29	Calgary	Department Meeting	\$ 149.72			\$ 149.72			\$ -	\$ 149.72
Subtotals				\$ 533.29	\$ -	\$ -	\$ 533.29	\$ -	\$ -	\$ -	\$ 533