



**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	Received Expenses				Non-Received		Grand Total			
				Airfare	Other Transportation *	Accommodation	Other ***	Sub-total	Meals ** & Incidentals		Other Transportation *	Sub-total	
VP Admin	Nov 1	Victoria, BC	Royal Roads University				5,200	5,200			-	5,200	
VP Admin	Nov 3-6	Ontario	UVPN and FBS Conferences in Ontario		218	886	144	1,248	100	46	147	1,395	
VP Admin								-			-	-	
					-	218	886	144	1,248	100	46	147	1,395

**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	Received Expenses				Non-Received Expenses		Grand Total	
				Meals	Transportation *	Other***	Sub-total	Meals & Incidentals	Transportation * and/or Other***		Sub-total
VP Admin	10/3/24	Meeting (1M)	Calgary	54		-	54		-	-	54
VP Admin	10/6/24	Meeting (1M)	Calgary	69			69			-	69
VP Admin	10/7/24	Meeting (5M)	Calgary	300			300		-	-	300
VP Admin	10/8/24	Meeting (1E)	Calgary	14			14			-	14
VP Admin	10/10/24	Meeting (1M)	Calgary	53			53			-	53
VP Admin	10/23/24	Meeting (6M)	Calgary	200			200			-	200
VP Admin	10/27/24	Meeting (1M)	Calgary	53			53			-	53
VP Admin	12/12/24	Meeting (4M, 1E)	Calgary	167			167			-	167
VP Admin	12/15/24	Meeting (10M)	Calgary	439			439			-	439
VP Admin	12/18/24	Meeting (Finance Pizza Lunch)	Calgary	591			591			-	591
				1,940	-	-	1,940	-	-	-	1,940