



April 1 - June 30, 2023

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	Received Expenses					Non-Received			Grand Total
					Other		Accommodation	Other ***	Sub-total	Meals ** & Incidentals	Other Transportation *	Sub-total	
					Airfare	Transportation *							
VP UA	A	May 10 - 12, 2023	Toronto	National Council of Foundation Executives	676	211	932	-	1,819	66	-	66	1,885
VP UA	B	May 28 - 31, 2023	Ottawa	Family Enterprise Canada Symposium	811	201	1,248	20	2,281	133	-	133	2,414
VP UA	C	June 21-22, 2023	Edmonton	Government Relations Meetings	-	10	285	-	295	68	-	68	363
VP UA	D	6/29/2023	Calgary	Calgary Chamber Event	-	-	-	416	416	-	-	-	416
					1,487	422	2,465	436	4,810.29	267	-	267	5,077.34

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	Other Transportation *	Sub-Total	
VP UA	1	April 1, 2023	Government Relations (3M)	Calgary, AB	9			9				9
VP UA	2	April 6, 2023	Government relations (1M, 1E)	Calgary, AB	9			9				9
VP UA	3	April 6, 2023	University Business (2M, 2E)	Calgary, AB	13			13				13
VP UA	4	April 6, 2023	University Business (2M, 2E)	Calgary, AB	6			6				6
VP UA	5	April 18, 2023	University Business (1M)	Calgary, AB			23	23				23
VP UA	6	April 19, 2023	University Business (5M)	Calgary, AB	118			118				118
VP UA	7	April 21, 2023	Government Relations (3M, 1E)	Calgary, AB	325			325				325
VP UA	8	April 26, 2023	University Business (2M)	Calgary, AB			29	29				29
VP UA	9	April 27, 2023	Donor cultivation (1M, 1E)	Calgary, AB			6	6				6
VP UA	10	May 1, 2023	Donor cultivation (1M, 1E)	Calgary, AB	12			12				12
VP UA	11	May 5, 2023	Divisional Training (20M)	Calgary, AB	663		15	678				678
VP UA	12	May 8, 2023	Divisional Training (26M)	Calgary, AB	806		15	820				820
VP UA	13	May 10, 2023	University Business (1M)	Calgary, AB			15	15				15
VP UA	14	May 25, 2023	University Business (1M)	Calgary, AB			5	5				5
VP UA	15	May 26, 2023	Donor cultivation (1M)	Calgary, AB			24	24				24
VP UA	16	May 26, 2023	Donor cultivation (2M,1E)	Calgary, AB	182			182				182
VP UA	17	May 26, 2023	Donor cultivation (1M)	Calgary, AB			18	18				18
VP UA	18	June 8, 2023	Donor Cultivation (2M, 2E)	Calgary, AB	11			11				11
VP UA	19	June 8, 2023	University Business (1M)	Calgary, AB			25	25				25
VP UA	20	June 13, 2023	Donor cultivation (1M,1E)	Calgary, AB	69			69				69
VP UA	21	June 14, 2023	Donor cultivation (1M,1E)	Calgary, AB	10			10				10
VP UA	22	June 15, 2023	Government Relations (1M)	Calgary, AB			6	6				6
VP UA	23	June 15, 2023	University Relations (1M)	Calgary, AB			0	0				0
VP UA	24	June 15, 2023	Donor Cultivation (1M)	Calgary, AB			4	4				4
VP UA	25	June 19, 2023	Donor cultivation (1M,1E)	Calgary, AB	11			11				11
VP UA	26	June 22, 2023	University Business (1M)	Calgary, AB			9	9				9
VP UA	27	June 23, 2023	Board Relations (1M)	Calgary, AB			2	2				2
					2,244	197	-	2,441	-	-	-	2,441