

Mount Royal University
Quarterly Expense Reporting

July 1, 2025 to Sep 30, 2025

Name: Phil Warsaba
Title: Vice-President, Students



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 Student	September 14, 2025		Professional membership	ARUCC Annual Membership				1575	1575			0	1575
VP Student									0			0	0
VP Student									0			0	0
VP Student									0			0	0
									0			0	0
									0			0	0
					-	-	-	1,575	1,575	-	-	-	1,575

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).

						Receipted Expenses			Non-Receipted Expenses				
Position:	Dates:	Location		Purpose		Meals	Transportation *	Other	Sub-total	Meals & Incidentals**	Other Transportation *	Sub-Total	Grand Total
VP Student	September 23, 2025	Banff	Board of Governors Retreat	Department Meeting / Activity			22		22			-	22
VP Student	August 19, 2025	Calgary	Meeting (20M)	Department Meeting / Activity		1,118			1,118		137	137	1,256
VP Student									-			-	-
VP Student									-			-	-
									-			-	-
									-			-	-
									-			-	-
									-			-	-
									-			-	-
									-			-	-
						1,118	22	-	1,140	-	137	137	1,278