

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		Received Expenses					Non-Received			
					Airfare	Other Transportation *	Accommodation	Other ***	Sub-total	Meals & Incidentals**	Other Transportation *	Sub-total	Grand Total
VP Student	September 14, 2025		Professional membership	ARUCC Annual Membership					1575	1575		0	1575
VP Student									0		0	0	0
VP Student									0		0	0	0
VP Student									0		0	0	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).

Position:	Dates:	Location		Purpose	Received Expenses					Non-Received Expenses			
					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	