

Mount Royal University  
Quarterly Expense Reporting

October 1, 2024 to December 31, 2024

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

				Receipted Expenses					Non-Receipted			Grand
				Airfare	Other Transportation *	Accommodation	Other ***	Sub-total	Meals ** & Incidentals	Other Transportation *	Sub-total	
Position:	Dates:	Destination	Purpose									Total
VP, Students	Nov 3-5	London, ON	University VP Network Meeting	559	218	1,403	-	2,179			-	2,179
VP, Students	Nov-25	Calgary	Meeting with UofC VP				77	77			-	77
							-	-			-	-
							-	-			-	-
							-	-			-	-
				-	-	-	77	2,256	-	-	-	2,256

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			Grand
				Meals	Transportation *	Other	Sub-total	Meals & Incidentals	Other Transportation *	Sub-Total	
Position:	Dates:	Purpose	Location								Total
							-			-	-
							-			-	-
				-	-	-	-		-	-	-