

**Mount Royal University**  
**Quarterly Expense Reporting**  
**April 1, 2024 to September 30, 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			
				Other					Meals **		Other	Grand
Position:	Dates:	Destination	Purpose	Airfare	Transportation *	Accommodation	Other ***	Sub-total	& Incidentals	Transportation *	Sub-total	Total
VP, Students	Apr 17	Calgary, AB	CACUSS Membership				8,138	8,138			-	8,138
VP, Students	May 2	Calgary, AB	AACRAO Membership				2,050	2,050			-	2,050
VP, Students	Jul 14	Calgary, AB	Stampede Events		55			55			-	55
VP, Students	Sep 25-27	Banff, AB	BoG Retreat				44	44			-	44
								-			-	-
					55		10,232	10,286			-	10,286

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