Mount Royal University
Quarterly Expense Reporting

April 01, 2025 to Jun 30, 2025

Name:	Phil Warsaba
Title:	Vice-President, Students

MOUNT ROYAL UNIVERSITY 1910

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			
					Airfare	Other Transportation *	Accommodation	Other ***	Sub-total	Meals ** & Incidentals	Other Transportation *	Sub-total	Grand Total
Position:	Dates:	Destination	Purpose										
VP, Students	April 20, 2025	Calgary,AB	Professional Membership	CACUSS Annual Membership				8,269	8,269			-	8,269
VP, Students	May 20, 2025	Calgary,AB	External Meeting - Business	Senior Student Services Officers quarterly meeting		12		-	12			-	12
VP, Students	Jun 2, 2025	Calgary,AB	Professional Membership	Annual membership to AACRAO				2,057	2,057			-	2,057
									-			-	-
					-	12	-	10,325	10,337	-	-	-	10,337

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