

Mount Royal University
Quarterly Expense Reporting

January 1, 2025 to March 31, 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

					Receipted Expenses					Non-Receipted			
					Airfare	Other Transportation *	Accommodation	Other ***	Sub-total	Meals ** & Incidentals	Other Transportation *	Sub-total	Grand Total
VP, Students	3/6/2025	Calgary, AB	Business Dinner with ApplyBoard			40			40			-	40
VP, Students	3/19-24,2025	Ottawa, ON	Men's Hockey Team National Games		1,400	357	844	-	2,601			-	2,601
					1,400	396	844	-	2,640	-	-	-	2,640

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