MOUNT ROYAL UNIVERSITY

Name: Phil Warsaba
Title: Vice-President, Students
Period: January 01, 2026 to March 31, 2026

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 Expenses			
						Other				Meals **	Other		Grand
Position:	Dates:	Destination	Purpose		Airfare	Transportation *	Accommodation	Other ***	Sub-total	& Incidentals	Transportation *	Sub-total	Total
VP ST	Mar 11-14	Calgary	Conference - Attended	Languages Canada Conference Registration ONLY				$ 4,583.25	$ 4,583.25			$ -	$ 4,583.25
VP ST	Mar 17-24	Halifax	External Meeting - Business	Men's Hockey Nationals	$ 2,222.49	$ 276.98		$ 96.60	$ 2,596.07	$ 324.10		$ 324.10	$ 2,920.17
VP ST	Mar 29	Calgary	Professional Membership	CBIE Annual Membership				$ 10,500.00	$ 10,500.00			$ -	$ 10,500.00
									$ -			$ -	$ -
									$ -			$ -	$ -
									$ -			$ -	$ -
Subtotals					$ 2,222.49	$ 276.98	$ -	$ 15,179.85	$ 17,679.32				**$ 18,003**

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