Mount Royal University

Quarterly Expense Reporting

Oct 01, 2025 to Dec 31, 2025

Name: Amy Nixon

Title: General Counsel and University Secretary

MOUNT ROYAL UNIVERSITY

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			
Position:	**Dates:**	**Destination**	**Purpose**		**Airfare**	**Other Transportation ***	**Accommodation**	**Other *****	**Sub-total**	**Meals ** & Incidentals**	**Other Transportation ***	**Sub-total**	**Grand Total**
GC & US	October 5-7,2025	Edmonton	Conference - Attended	COWCUBS Conference		73	655		727.72	78	344.83	78	$ 805.77
GC & US	October 5, 2025	Calgary	External Meeting - Business	2M,1E				97	96.60			-	$ 96.60
GC & US	October 27-30,2025	Calgary	External Meeting - Business	Arbitration Attendance				20	20.21		101	101	$ 121.61
GC & US	November 2, 2025		Professional Membership	Governance Professionals of Canada				385	384.68			-	$ 384.68
GC & US	November 5-7,2025	Victoria	External Meeting - Business	UVPN (University Vice-Presidents Network)	597.37	118	462		1176.87			-	$ 1,176.87
GC & US	November 27, 2025	Calgary	Conference - Attended	Chamber of Commerce Event		47			46.62			-	$ 46.62
GC & US	December 15, 2025	Calgary	External Meeting - Business			5			4.99			-	$ 4.99
GC & US									0.00			-	$ -
GC & US									0.00			-	$ -
GC & US									0.00			-	$ -
													$ 2,637.14

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**
GC & US	December 10, 2025	Calgary	Department Meeting	23M		583.19			583			-	**$ 583.19**
GC & US													**$ -**
GC & US													**$ -**
GC & US													**$ -**
GC & US													**$ -**
GC & US													**$ -**
GC & US													**$ -**
GC & US													**$ -**
GC & US													**$ -**
GC & US													**$ -**
GC & US													**$ -**
GC & US													**$ -**
GC & US													**$ -**
GC & US													**$ -**
GC & US													**$ -**
													$ -
											-	**-**	**$ 583.19**