Mount Royal University

Quarterly Expense Reporting

Oct 01, 2025 to Dec 31, 2025

Name: **Melanie Rogers**

Title: Vice-President, Community Engagement

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**
VP CE	October 8, 2025	Calgary	External Meeting	Donor Stewardship		19			19			-	$ **18.73**
VP CE	October 19, 2025	Calgary	External Meeting	Alberta Business Hall of Fame gala		20			20			-	$ **20.00**
VP CE	October 21, 2025	Calgary	External Meeting	Donor Stewardship		10			10			-	$ **10.01**
VP CE	November 2, 2025	Calgary	External Meeting	Parking		20			20			-	$ **20.00**
VP CE	November 23, 2025	Calgary	External Meeting	Consultation meeting				65	65			-	$ **65.09**
VP CE	November 30, 2025	Calgary	Conference - Attended	A conversation with Prime Minister Mark Carney		40		1,822	1,862			-	$ **1,861.75**
VP CE	November 25, 2026	Calgary	Professional Membership	Calgary Chamber				5,789	5,789			-	$ **5,788.76**
VP CE	November 29, 2025		Professional Development	Harvard Kennedy School				6,653	6,653			-	$ **6,652.79**
									-			-	$ -
									-			-	$ -
									-			-	$ -
					-		-	-					$ **14,437.13**

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:**	**Destination**	**Purpose**			**Meals**	**Transportation ***	**Other**	**Sub-total**	**Meals & Incidentals**	**Other Transportation ***	**Sub-Total**	**Grand Total**
VP CE	November 25, 2025	Calgary	Department Meeting				19		19			-	$ **19.35**
VP CE	December 3, 2025	Calgary	Department Meeting	2M		63			63			-	$ **63.00**
VP CE	December 10, 2025	Calgary	Department Meeting	4M		134			134			-	$ **134.13**
VP CE									-			-	$ -
VP CE									-			-	$ -
VP CE									-			-	$ -
VP CE									-			-	$ -
VP CE									-			-	$ -
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VP CE									-			-	$ -
VP CE									-			-	$ -
VP CE									-			-	$ -
									-			-	$ -
								-	**216**		-	-	$ **216.48**