



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

Position:	Dates:	Destination	Purpose	Received Expenses					Non-Received Expenses			Grand Total	
				Airfare	Other Transportation *	Accommodation	Other ***	Sub-total	Meals ** & Incidentals	Other Transportation *	Sub-total		
VP Admin	Oct 5-6,2025	Edmonton	External Meeting - Business	SBO meeting					-		415	415	\$ 414.84
VP Admin	October 20, 2025	Calgary	External Meeting - Business	LAPP Consultation		7			7		11	11	\$ 17.09
VP Admin	November 5-7,2025	Victoria	Conference - Attended	University Vice President Network (UVPN)	612.07	343	462		1,416		122	122	\$ 1,538.49
VP Admin	November 28, 2025	Calgary	Conference Attended	Calgary Economic Development (CED) event		18			18		11	11	\$ 29.32
VP Admin									-				\$ -
VP Admin									-				\$ -
VP Admin									-				\$ -
					-				-				\$ 1,999.74

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).

Position:	Dates:	Location	Purpose	Received Expenses				Non-Received Expenses			Grand Total		
				Meals	Transportation *	Other	Sub-total	Meals & Incidentals	Other Transportation *	Sub-Total			
VP Admin	October 21, 2025	Calgary	Department Meeting	3M	103.25			103				-	\$ 103.25
VP Admin	November 2, 2025	Calgary	Department Meeting	8M	185.36			185				-	\$ 185.36
VP Admin	November 30, 2025	Calgary	Department Meeting	2M	47			47				-	\$ 47.33
VP Admin								-				-	\$ -
VP Admin								-				-	\$ -
VP Admin								-				-	\$ -
VP Admin								-				-	\$ -
VP Admin								-				-	\$ -
VP Admin								-				-	\$ -
VP Admin								-				-	\$ -
VP Admin								-				-	\$ -
VP Admin								-				-	\$ -
								-				-	\$ 335.94