Mount Royal University
Quarterly Expense Reporting

Oct 01, 2025 to Dec 31, 2025

Name: Phil Warsaba
Title: Vice-President, Students

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 Student	Nov 5-7,2025	Victoria	External Meeting - Business	UVPN Meeting	624				623.62			-	$ 623.62
VP Student									0.00			-	$ -
VP Student									0.00			-	$ -
VP Student						-	-	-					**$ 623.62**

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**
VP Student									-			-	-
VP Student									-				-
VP Student									-				-
VP Student									-				-
VP Student									-				-
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VP Student									-				-
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