## Mount Royal University Quarterly Expense Reporting

## Annalise Van Ham

Vice President, Finance & Administration



January to March, 2021

## 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

	<u>Dates:</u>	Purpose		Receipted Expenses					Non-Receipted		
				Other				Meals **	** Other	Grand	
Position:			Location	Airfare Trans	nsportation * Accom	mmodation	Other ***	Sub-total	& Incidentals	Transportation * Sub-tota	Total
VP Finance and	29-Mar-21	Employment Equity Partnership Round Table 2021	Virtual /				\$159	\$159			\$1
Admin			Calgary								
) Hosting and Wo	orking Session Expense	<u>es</u>									
Agunt Royal Unive	ersity Policy provides f	or hosting and working session expenses to be reimbursed for Univ	versity business activity								
wiodiit noyal ollive											
		ith external parties(E) and MRU employees (M).									
		ith external parties(E) and MRU employees (M).				F	eceipted			Non-Receipted	
		ith external parties(E) and MRU employees (M).					eceipted Expenses			Non-Receipted Expenses	
		ith external parties(E) and MRU employees (M).					-		Meals &	· · · · · · · · · · · · · · · · · · ·	Grand
Business activity ca		ith external parties(E) and MRU employees (M).  Purpose	Location		 Meals Transp		-	Sub-total		Expenses	
Business activity ca	an include meetings w		Location		Meals Transp	E	xpenses	Sub-total -		Expenses Other	
Business activity ca	an include meetings w		<u>Location</u>		Meals Transp	E	xpenses			Expenses Other	
Business activity ca	an include meetings w		<u>Location</u>		Meals Transp	E	xpenses			Expenses Other	
Business activity ca	an include meetings w		<u>Location</u>		Meals Transp	E	xpenses			Expenses Other	
Business activity ca	an include meetings w		<u>Location</u>		Meals Transp	E	xpenses			Expenses Other	
Business activity ca	an include meetings w		<u>Location</u>		Meals Transp	E	xpenses			Expenses Other	
	an include meetings w		<u>Location</u>		Meals Transp	E	xpenses			Expenses Other	