

**Mount Royal University**  
**Quarterly Expense Reporting**

**Annalise Van Ham**  
 Vice President, Finance & Administration



**January 1 - March 31, 2020**

**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			Grand Total
	Other				Meals **	Other		
	Airfare	Transportation *	Accommodation	Other ***	& Incidentals	Transportation *	Sub-total	
VP, Fin & Adm								
VP, Fin & Adm								
				Sub-total				

**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:	Purpose	Location	Receipted Expenses			Non-Receipted Expenses			Grand Total	
				Meals	Transportation *	Other	Sub-total	Meals & Incidentals	Other Transportation *		Sub-Total
VP Fin & Adm	March 13. 2020	External Relations	Calgary		50		50			-	50
										-	-
										-	-
										-	-
										-	-
										-	-
										-	-
							50			-	50