

Mount Royal University
Quarterly Expense Reporting

January 1, 2017 to March 31, 2017

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 Vice-President, Administrative Services



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.

- * "Transportation" (excluding airfare) 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	Receipted Expenses				Non-Receipted		Grand Total	
				Airfare	Transportation *	Accommodation	Other ***	Sub-total	Meals ** & Incidentals		Transportation *
VP Admin	Jan 27	Edmonton	Meeting with Advanced Education - Tuition and Fee Review Committee	311	113			424	20	20	444
VP Admin	Mar 22	Edmonton	Meeting with Advanced Education - Tuition and Fee Review Committee	424	113			537	44	44	581
								961		-	1,025

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	Transportation *	
VP Admin	Jan 13	Meeting with BRS Management Team (8M)	Calgary	56			56			56
VP Admin	Jan 18	VPAG Planning Meeting (9M)	Calgary	318		447	765			765
VP Admin	Jan 20	Provost Search Committee (1E, 6M)	Calgary		13		13			13
VP Admin	Jan 21	Provost Search Committee (1E, 6M)	Calgary		2		2			2
VP Admin	Feb 2-3	Senior Business Officers Meeting (35E, 1M)	Calgary		36		36			36
VP Admin	Feb 13	Meeting with Advanced Education - Tuition and Fee Review Committee (25E, 1M)	Calgary		24		24			24
VP Admin	Mar 17	Executive Planning Retreat (7M)	Calgary		10		10			10
				374	85	447	906			906