



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 *	Sub-total
VP-ADM	Oct 19-20	Edmonton	COWFLOP			212		212	28	262	290	502
VP ADMIN	Nov 21	Calgary	Professional Development - CPA Annual Forum				578	578				578

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	Transportation *	
VP ADMIN	Oct 2	Internal Meeting (6M)	Calgary, AB	95			95		95
VP ADMIN	Oct 26	Internal Meeting (2M)	Calgary, AB	43			43		43
VP ADMIN	Nov 7	Parking - Government Relations (1M, 9E)	Calgary, AB			21	21		21
VP ADMIN	Nov 28	Parking - Government Relations (1M, 10E)	Calgary, AB			13	13		13
				138	34	-	172	-	172