

Mount Royal University
Quarterly Expense Reporting

April 1, 2017 to June 30, 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 Expenses			Grand Total	
				Airfare	Transportation *	Accommodation	Other ***	Sub-total	Meals ** & Incidentals	Transportation *		Sub-total
VP Admin	Apr 10-11	Edmonton, AB	Post Secondary Bargaining Conference			116		116	56	297	353	469
VP Admin	Apr 19-22	Kelowna, BC	COWFLOP Conference	348	47	539	300	1,234	88		88	1,322
VP Admin	Apr 27-28	Edmonton, AB	Senior Business Officers (SBO) Meeting	439	111	196		746	40		40	786
VP Admin	May 10	Edmonton, AB	Meeting with Advanced Education - Tuition and Fee Review Committee	210	111			321	44		44	365
VP Admin	May 31	Alberta	CPA/CMA Alberta Dues				1,104					
VP Admin	Jun 1	Calgary, AB	CPA Conference		20		662	682			-	682

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 *	Sub-total		
VP Admin	Apr 7	Meeting with Advanced Education - Tuition and Fee Review Committee (25E, 1M)	Calgary		25		25					25
VP Admin	May 19	Executive Planning Retreat (12M)	Calgary		10		10					10
VP Admin	Jun 19-20	Executive Planning Retreat (1E, 9M)	Canmore							99	99	99
					35		35			99	99	134