

Mount Royal University
Quarterly Expense Reporting

July 1 - Sept. 30, 2018

David Docherty
President



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			Grand Total			
	Airfare	Other Transportation *	Accommodation	Other ***	Sub-total	Meals ** & Incidentals	Other Transportation *	Sub-total				
President	June 23-July 4, 2018	London/Glasgow	Partnership meetings in England and Scotland	4,178	692	1,563	69	6,501	600	600	7,101	
President	July 14 - 17, 2018	New York	CASE Conference	1,145	141	1,916	1,920	5,122	216	216	5,338	
President	July 21 - 25, 2018	Spokane	PNWER Conference - trip cancelled	170				170			170	
President	August 19 - 22, 2018	Quebec City	Annual IPAC Conference - trip cancelled. Registration transferred to another MRU delegate.	325			1,055	1,380			1,380	
President	August 27, 2018	Edmonton	Council of Post-Secondary Presidents of Alberta (COPPOA) meeting	376	231			607			607	
President	September 14-16, 2018	Banff	Prairie Political Science Association Conference			417	350	767	68	111	179	945

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 *
President	August 24, 2018	Government Relations Luncheon (1M/75E)	Calgary, AB		5		5			5
President	September 27, 2018	University Relations meeting (1M/3E)	Calgary, AB	122			122			122
				122	5		127	-		127

