

Mount Royal University
Quarterly Expense Reporting

July 1, 2017 to September 30, 2017

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 Provost and Vice-President, Academic



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 *	

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 *	
Provost	Aug 15	Meeting (50M)	Calgary	113			113		113
Provost	Aug 23	Meeting (10 M)	Calgary				5	5	10
Provost	Aug 24	Meeting (1M) (1E)	Calgary	156	6		162		162
Provost	Aug 25	Meeting (1M) (4E)	Calgary				-	20	20
Provost	Aug 30	Meeting (8M)	Calgary				-	63	63
Provost	Sep 7	Meeting (2M)	Calgary	124			124		124
Provost	Sep 8	Meeting (5M)	Calgary	71			71		71
Provost	Sep 11	Meeting (2E) (3M)	Calgary				-	18	18
Provost	Sep 15	Meeting (2M)	Calgary	54			54		54
Provost	Sep 22	Meeting (14E) (7M)	Calgary				-	115	115
				517	-		528	220	748