



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	
Provost	1 April 1 - 2	Toronto, ON	National Freedom of Speech on Campus Conference	1043	105	703	1059	2910			0	2910
Provost	2 April 23- 24	Edmonton, AB	Singularity U Canada Summit			173		173	68	279	347	520
Provost	3 May 15 - 16	Banff, AB	Leading Team Governance for Indigenous Councils and Boards			240		240	232	116	348	589
Provost	4 May 29	Bragg Creek, AB	Dean Retreat					0		34	34	34
Provost	5 June 3	Vancouver, BC	Cdn Society for the Study of Higher Ed. Provost Panel	576	71			647	60	25	85	732
Provost	6 June 9 - 11	Halifax, NS	CAUBO	1617	259	1263	1070	4209	148		148	4357
Provost	7 June 13	Winnipeg, MB	STHLE Conference	1160	47	358	525	2090	36		36	2126
Provost	8 June 19-21	Savannah, GA USA	Growing Your Research Enterprise - CANCELLED				100	100			0	100
Provost	9 June 24-25	Kanaskis, AB	PEC Strategic Planning Retreat					0	16	91	107	107
Provost	10 June 27	Vancouver, BC	Mtgs w/ Fraser Int'l College and Simon Fraser University	872	16			887		34	34	921
				5,267	497	2,738	2,754	11,256	560	580	1,141	12,397

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	1 April 4	Ground Transportation to External University Relations Event	Calgary, AB		22		22		22
Provost	2 April 4	Ground Transportation from External University Relations Event	Calgary, AB		14		14		14
Provost	3 April 5	External University Relations (1M,1E)	Calgary, AB	25			25		25
Provost	4 April 5	University Relations (2M)	Calgary, AB	3			3		3
Provost	5 April 5	External University Relations (1M,1E)	Calgary, AB	5			5		5
Provost	6 April 5	Faculty Association Relations (2M)	Calgary, AB	5			5		5
Provost	7 April 8	Registration for External University Relations Event	Calgary, AB			75	75		75
Provost	8 April 9	University Relations (2M)	Calgary, AB	46			46		46
Provost	9 April 10	University Relations (4M)	Calgary, AB	7			7		7
Provost	10 April 10	Parking University Recruitment	Calgary, AB		6		6		6
Provost	11 April 10	University Recruitment Activities (5M,1E)	Calgary, AB	103			103		103
Provost	12 April 10	University Recruitment Activities (1M,1E)	Calgary, AB	4			4		4
Provost	13 April 11	University Recruitment Activities (5M,1E)	Calgary, AB	109			109		109
Provost	14 April 11	University Recruitment Activities (1M,1E)	Calgary, AB	5			5		5
Provost	15 April 11	Student Relations (1M,1E)	Calgary, AB	12			12		12
Provost	16 April 12	Parking for Government Meeting	Calgary, AB		29		29		29
Provost	17 April 25	Student Relations (1M,2E)	Calgary, AB	79			79		79
Provost	18 April 25	University Education Activity (2M,1E)	Calgary, AB	11			11		11
Provost	19 April 25	University Education Activity (3M,1E)	Calgary, AB	225			225		225
Provost	20 April 25	University Education Activity (1E)	Calgary, AB	128			128		128
Provost	21 April 26	University Education Activity (1E)	Calgary, AB	4			4		4
Provost	22 April 26	University Education Activity (1M,1E)	Calgary, AB	10			10		10
Provost	23 April 29	Community Relations Meeting (2M,1E)	Calgary, AB	69			69		69
Provost	24 April 29	Ground Transportation to Community Relations Meeting	Calgary, AB		8		8		8
Provost	25 May 1	University Recruitment Activity (2M,1E)	Calgary, AB	5			5		5
Provost	26 May 1	Employee Relations (4M)	Calgary, AB	128			128		128
Provost	27 May 7	University Relations (3M)	Calgary, AB	5			5		5
Provost	28 May 8	Ground Transportation to University Relations meeting	Calgary, AB		11		11		11
Provost	29 May 17	Ground Transportation to Conference	Calgary, AB		17		17		17
Provost	30 June 5	External University Relations (1M,1E)	Calgary, AB	64			64		64
Provost	31 June 17	Ground Transportation to Conference (CACUSS2019)	Calgary, AB		14		14		14
				1,052	122	75	1,249	-	1,249