



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 Expenses			Grand Total
	Airfare	Other Transportation *	Accommodation	Other ***	Sub-total	Meals & Incidentals	Other Transportation *	Sub-total	
VP, Fin & Adm	April 23 - 26, 2019	Vancouver, BC	COWFLOP Spring 2019 Conference		1352	40		40	1,392
VP Fin & Adm	June 8 - 12, 2019	Halifax, NS	CAUBO 2019 Annual conference		2645	104		104	2,749
					311	94	632	315	1352
					838	103	934	770	2645

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 *	Sub-Total	
VP Fin & Adm	April 8, 2019	University Relations dinner (4M/2E)	Calgary	129			129				129
VP Fin & Adm	April 11, 2019	University Relations lunch	Calgary		21		21				21
VP Fin & Adm	May 7, 2019	University Relations lunch	Calgary	54	42		96				96
VP Fin & Adm	May 9, 2019	External Relations dinner (1M/25E)	Calgary	66			66				66
VP Fin & Adm	May 15, 2019	CPA membership	Calgary			1,135	1,135				1,135
VP Fin & Adm	May 27, 2019	Internal meeting (2M)	Calgary	43			43				43
VP Fin & Adm	June 14, 2019	External Relations dinner (2M/1E)	Calgary	63			63				63
				355	63	1,135	1,553	-	-	-	1,553