



**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

Position:	Dates:	Destination	Purpose	Received Expenses				Non-Received Expenses		Grand Total		
				Airfare	Transportation *	Accommodation	Other ***	Sub-total	Meals ** & Incidentals		Other Transportation *	
VP SACL	Apr 30 - May 3	Kelowna, BC	To attend the Western Senior Student Affairs Administrators meeting	318	214	505		1037	160	160	1197	
VP SACL	June 16 - 19	Calgary, AB	To attend the annual Canadian Association of College and University Student Services Conference		80		714	794			794	
<b>Total</b>				318	294	505	714	1,831	160	-	160	1,991

**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	Received Expenses			Non-Received Expenses	Grand Total
				Meals	Transportation *	Sub-total	Other Transportation *	
VP SACL	May 23	University Relations	Calgary, AB		6	6		6
VP SACL	May 25	Employee Relations (14M, 1E)	Calgary, AB	154		154		154
<b>Total</b>				154	6	160	-	160