

Mount Royal University
Quarterly Expense Reporting

January 1 - March 31, 2020

Name: Paul Rossmann
Title: Vice-President, University Advancement



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	Receipted Expenses				Non-Receipted			Grand Total	
				Other		Accommodation	Other ***	Sub-total	Meals ** & Incidentals	Other Transportation *		Sub-total
				Airfare	Transportation *							
VP UA	Feb 25	Edmonton	Government Relations Meetings	687	137	-	-	824	48	48	872	
								-		-	-	
								-		-	-	

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 UA	January 17	Internal Meeting (2M)	Calgary, AB	51			51				51
VP UA	January 31	Donor Relations (2M, 1E)	Calgary, AB	82			82				82
VP UA	January 31	Parking for various January meetings	Calgary, AB			13	13				13
VP UA	February 3	Donor Relations (2M, 1E)	Calgary, AB	72			72				72
VP UA	February 5	Donor Relations (2M, 1E)	Calgary, AB	80			80				80
VP UA	February 11	Donor Relations (2M, 1E)	Calgary, AB	81			81				81
VP UA	February 11	Government Relations (2M, 1E)	Calgary, AB	11			11				11
VP UA	February 11	Parking for various February meetings	Calgary, AB			23	23				23
VP UA	March 6	Donor Relations (1M, 1E)	Calgary, AB	8			8				8
VP UA	March 8	Donor Relations (2M, 2E)	Calgary, AB	25			25				25
				410	36	-	446	-	-	-	446