



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	Received Expenses				Non-Received		Grand Total
				Airfare	Transportation *	Accommodation	Other ***	Sub-total	Meals ** & Incidentals	

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 *	Other***	Sub-total	Transportation *	
VP UA	June 16	Donor Meeting (1M, 1E)	Calgary, AB	46			46		46
VP UA	July 13	Donor Meeting (1M, 1E) - Parking	Calgary, AB				-	5	5
VP UA	July 17	Donor Meeting (1M, 1E) - Parking	Calgary, AB				-	8	8
VP UA	July 12	Internal Meeting (2M)	Calgary, AB	52			52		52
VP UA	July 12	UA Director's Meeting (8M)	Calgary, AB	48			48		48
VP UA	July 13	Donor Meeting (1M, 1E)	Calgary, AB	66			66		66
VP UA	July 14	UA Director's Meeting (8M, 4E)	Calgary, AB	276			276		276
VP UA	July 17	Donor Meeting (1M, 1E)	Calgary, AB	61			61		61
VP UA	July 24	Donor Meeting (2M, 1E)	Calgary, AB	66			66		66
VP UA	July 25	Donor Meeting (2M, 2E)	Calgary, AB	75			75		75
VP UA	July 26	Donor Meeting (1M, 1E)	Calgary, AB	44			44		44
VP UA	July 26	Donor Meeting (1M, 1E)	Calgary, AB	59			59		59
VP UA	Aug 1	Donor Meeting (1M, 1E) - Parking	Calgary, AB				-	8	8
VP UA	Aug 4	Government Relations (1M, 1E) - Parking	Calgary, AB				-	3	3
VP UA	Aug 8	Donor Meeting (1M, 1E) - Parking	Calgary, AB				-	7	7
VP UA	Aug 1	Donor Meeting (1M, 1E)	Calgary, AB	34			34		34
VP UA	Aug 1	Donor Meeting (1M, 1E)	Calgary, AB	10			10		10
VP UA	Aug 1	Donor Meeting (1M, 1E)	Calgary, AB	51			51		51
VP UA	Aug 8	Donor Meeting (1M, 1E)	Calgary, AB	33			33		33
VP UA	Aug 17	Donor Meeting (2M, 1E)	Calgary, AB	76			76		76
VP UA	Aug 24	Vice-President's Dinner (4M, 4E)	Calgary, AB	254			254		254

Position:	Dates:	Purpose	Location	Receipted Expenses				Non-Receipted Expenses	Grand Total
				Meals	Transportation *	Other***	Sub-total	Transportation *	
VP UA	Aug 30	Donor Meeting (2M, 1E)	Calgary, AB	54			54		54
VP UA	Sept 6	Donor Meeting (2M, 1E)	Calgary, AB	54			54		54
VP UA	Sept 7	Donor Meeting (1M, 1E)	Calgary, AB	52			52		52
VP UA	Sept 11	Donor Meeting (1M, 1E)	Calgary, AB	55			55		55
VP UA	Sept 11	Donor Meeting (1M, 1E)	Calgary, AB	50			50		50
VP UA	Sept 16	Color-U-Blue Registration + guest	Calgary, AB	53			53		53
VP UA	Sept 21	Donor Meeting (1M, 1E)	Calgary, AB	39			39		39
VP UA	Sept 21	Donor Meeting (2M, 4E)	Calgary, AB	869			869		869
VP UA	Sept 22-23	Board of Governors Retreat (7M, 14E)	Banff, AB				-	117	117
VP UA	Sept 27	Donor Hosting (3M, 6E)	Calgary, AB	29			29		29
VP UA	Sept 14	UA Executive Team Event - parking	Calgary, AB				-	2	2
VP UA	Sept 19	Donor Meeting (1M, 1E) - Parking	Calgary, AB				-	2	2
VP UA	Sept 20	Donor Meeting (3M, 6E)	Calgary, AB				-	4	4
VP UA	Sept 25	Chamber of Commerce Luncheon	Calgary, AB				-	13	13
VP UA	Sept 28	Donor Meeting (2M, 2E)	Calgary, AB				-	4	4
				<u>2,506</u>	<u>-</u>	<u>-</u>	<u>2,506</u>	<u>172</u>	<u>2,678</u>