



**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	Oct 1 - 30	Parking - Various Donor Meetings	Calgary, AB				-	38	38
VP UA	Oct 11	Donor Meeting (1M, 1E)	Calgary, AB	13			13		13
VP UA	Oct 25	Donor Meeting (1M, 1E)	Calgary, AB	105			105		105
VP UA	Oct 26	Donor Meeting (1M, 1E)	Calgary, AB	78			78		78
VP UA	Oct 27	Donor Meeting (1M, 1E)	Calgary, AB	61			61		61
VP UA	Nov 1 - 30	Parking - Various Donor Meetings and Chamber of Commerce Event	Calgary, AB				-	20	20
VP UA	Nov 8	Donor Meeting (1M, 1E)	Calgary, AB	7			7		7
VP UA	Nov 10	Internal Meeting (2M)	Calgary, AB	45			45		45
VP UA	Nov 15	Parking - National Philanthropy Day	Calgary, AB				-	15	15
VP UA	Nov 30	Parking - Donor Meeting (1M, 1E)	Calgary, AB				-	13	13
VP UA	Dec 1 - 31	Parking - Menorah Lighting, Internal Meeting (45M)	Calgary, AB				-	7	7
VP UA	Dec 1	Internal Meeting (2M)	Calgary, AB	49			49		49
VP UA	Dec 4	Internal Meeting (2M)	Calgary, AB	48			48		48
VP UA	Dec 6	Parking - Donor Meeting (1M, 1E)	Calgary, AB			9	9		9
VP UA	Dec 13	Donor Meeting (1M, 1E)	Calgary, AB	25			25		25
VP UA	Dec 13	Donor Meeting (2M, 1E)	Calgary, AB	70			70		70
VP UA	Dec 21	Donor Meeting (1M, 1E)	Calgary, AB	32			32		32
VP UA	Dec 21	Chamber of Commerce Event 1/2 Table	Calgary, AB			788	788		788
				<u>534</u>	<u>9</u>	<u>788</u>	<u>1,330</u>	<u>93</u>	<u>1,423</u>