Mount Royal University

Quarterly Expense Reporting

January 2 - March 31, 2018

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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

| | | | | Receipted Expenses | | | | | Non-Receipted | | | |
| | | | | | | | | | Meals ** | | | Grand |
Position:	Dates:	Destination	Purpose	Airfare	Transportation *	Accommodation	Other ***	Sub-total	& Incidentals	Transportation *	Sub-total	Total
VP UA	Jan 24-26	Vancouver, BC	National Council for Fundraising Executives Meeting	360	173	533		1,066	48		48	1,114
VP UA	Jan 31-Feb2	Edmonton, AB	Government Relations - Several Meetings	531	225	371	65	1,191	112		112	1,303

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).

| | | | | Receipted Expenses | | | | Non-Receipted Expenses | |
Position:	Dates:	Purpose	Location	Meals	Transportation *	Other***	Sub-total	Transportation *	Grand Total
VP UA	Jan 15	External Meeting (1M, 1E)	Calgary, AB	59			59		59
VP UA	Jan 17	Internal Meeting (2M)	Calgary, AB	30			30		30
VP UA	Jan 19	External Meeting (1M, 1E)	Calgary, AB	37			37		37
VP UA	Jan 23	External Meeting (2M, 2E)	Calgary, AB	122			122		122
VP UA	Feb 1 - 28	Parking (Government Relations and External Meeting	Calgary, AB				-	21	21
VP UA	Feb 9	Donor Meeting (1M, 1E)	Calgary, AB	20			20		20
VP UA	Feb 13	ICD Speaker Series	Calgary, AB			63	63		63
VP UA	Feb 13	Parking for ICD Speaker Series	Calgary, AB		38		38		38
VP UA	Feb 14	Donor Meeting (1M, 1E)	Calgary, AB	69			69		69
VP UA	Feb 15	Calgary Chamber Event	Calgary, AB			53	53		53
VP UA	Feb 17	Parking - Donor Event (2M)	Calgary, AB		15		15		15
VP UA	Feb 21	Meeting with Board of Governor Member(2M)	Calgary, AB	24			24		24
VP UA	Feb 21	Government Relations (2M, 2E)	Calgary, AB	71			71		71
VP UA	Feb 23	Parking - Donor Meeting (1M, 1E)	Calgary, AB		26		26		26
VP UA	Feb 27	Internal Meeting (2M)	Calgary, AB	53			53		53
VP UA	Mar 1	Donor Meeting (2M, 2E)	Calgary, AB	162			162		162
VP UA	Mar 14	ICD Speaker Series	Calgary, AB			63	63		63
VP UA	Mar 14	Internal Meeting (2M)	Calgary, AB	54			54		54
VP UA	Mar 14	Parking for ICD Speaker Series	Calgary, AB		13		13		13
VP UA	Mar 16	Internal Meeting (3M)	Calgary, AB	52			52		52
VP UA	Mar 22	Donor Meeting (1M, 1E)	Calgary, AB	91			91		91
VP UA	Mar 18	Donor Meeting (1M, 1E)	Calgary, AB		18		18		18
VP UA	Mar 27	Government Relations (3M, 1E)	Calgary, AB	65			65		65
VP UA	Mar 28	Internal Meeting (2M)	Calgary, AB	41			41		41
VP UA	Mar 1 - 31	Parking - various meetings	Calgary, AB		19		19		19
				950	128	179	1,256	21	1,277