



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	Receipted Expenses				Non-Receipted		Grand Total		
				Airfare	Transportation *	Accommodation	Other ***	Sub-total	Meals ** & Incidentals		Transportation *	Sub-total
VP UA	Jan 22 - 25	Ottawa	National Council of Foundation Executives Meeting	387	144	807		1339	108		108	1447
Total				387	144	807	-	1,339	108	-	1,447	1,447

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	Transportation *	
VP UA	Jan 1	Donor Prospect Event (2 M, 1 E)	Calgary, AB	261			261		261
VP UA	Jan 22	Meeting with Member of Board of Governors (1 M, 1 E)	Calgary, AB	43			43		43
VP UA	Jan 22	Parking for Meeting with Prospective Donor	Calgary, AB			8	8		8
VP UA	Jan 23	Donor Lunch (1 M, 1E)	Calgary, AB	60			60		60
VP UA	Jan 28	Parking for Donor Cultivation Meeting	Calgary, AB			8	8		8
VP UA	Jan 29	Internal Meeting (2 M)	Calgary, AB	20			20		20
VP UA	Feb 1	External Meeting (1 M, 1 E)	Calgary, AB	4			4		4
VP UA	Feb 1	External Meeting (3 M, 1E)	Calgary, AB	157			157		157
VP UA	Feb 1	Parking for External Meeting	Calgary, AB			7	7		7
VP UA	Feb 6	Government Relations Meeting (1 M, 1 E)	Calgary, AB	6			6		6
VP UA	Feb 8	Internal Meeting (2 M)	Calgary, AB	55			55		55
VP UA	Feb 19	External Meeting (1 M, 2 E)	Calgary, AB	10			10		10
VP UA	Feb 20	Internal Meeting (2 M)	Calgary, AB	51			51		51
VP UA	Feb 28	Parking - Feb 1 - 28	Calgary, AB			19	19		19
VP UA	Mar 5	Parking for Community Relations Event	Calgary, AB			5	5		5
VP UA	Mar 5	Donor Cultivation Lunch (1 M, 1 E)	Calgary, AB	73			73		73
VP UA	Mar 6	Donor Cultivation Lunch (2 M, 1 E)	Calgary, AB	72			72		72
VP UA	Mar 13	Parking for Community Relations Event	Calgary, AB			15	15		15
VP UA	Mar 14	Networking Event (2 M)	Calgary, AB	104			104		104
VP UA	Mar 15	Parking for Community Relations Lunch	Calgary, AB			28	28		28
VP UA	Mar 15	Community Relations Lunch (1 M, 1 E)	Calgary, AB	65			65		65
VP UA	Mar 18	Internal Meeting (2 M)	Calgary, AB	65			65		65
VP UA	Mar 19	Internal Meeting (2 M)	Calgary, AB	53			53		53
VP UA	Mar 31	Parking - March 1 - 31	Calgary, AB			60	60		60
				1,098	151	-	1,249	-	1,249