



**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				
				Other				Meals **	Other		Grand	
				Airfare	Transportation *	Accommodation	Other ***	Sub-total	& Incidentals	Transportation *	Sub-total	Total
President	Sept 22 - 23 2021	Banff	Global Business Forum			497.46	73.19	570.65	16.00	117.63	133.63	704.28

**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		
				Meals	Transportation *	Other	Sub-total	Meals & Incidentals	Other Transportation *	Sub-Total
President	July 13, 2021	University Relations Meeting (7M)	Calgary	166.19			166.19			166.19
President	July 16, 2021	University Relations Meeting (4M)	Calgary	80.85			80.85			80.85
President	July 21, 2021	External Relations Meeting (1M & 1E)	Calgary		15.00		15.00			15.00
President	July 22, 2021	Board Relations (1M & 1E)	Calgary	9.66			9.66			9.66
President	July 23, 2021	External Relations Meeting (1M & 1E)	Calgary	58.21	2.80		61.01			61.01
President	Aug 9, 2021	Univ/Chancellor Relations Meeting (2M & 1E)	Vancouver	102.82	25.75		128.57			128.57
President	Aug 18, 2021	University Relations Meeting (1M&1E)	Calgary		5.05		5.05			5.05
President	Aug 30, 2021	University Relations Meeting (2M)	Calgary	56.60			56.60			56.60
President	Sept 2, 2021	University Relations Meeting (2M)	Calgary	19.32			19.32			19.32
President	Sept 10, 2021	External Relations Meeting (1M+1E)	Calgary		10.67		10.67			10.67
President	Sept 22, 2021	University Relations Meeting (2M +1E)	Calgary	51.24			51.24			51.24
President	Sept 24, 2021	External Relations Meeting (1M+1E)	Calgary		24.00		24.00			24.00
				544.89	83.27		628.16			628.16