



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	Other Transportation *	Accommodation	Other ***	Sub-total	Meals ** & Incidentals	Other Transportation *		Sub-total
President	Oct 13-15	Edmonton, AB	Govt Meeting	391	54	663	59	1,167	88	26	114	1,281
President	Oct 23-28	Ottawa, ON	Universities Canada Membership Meeting	1,246	160	1,246		2,652	244		244	2,896
President	Nov 5	Calgary, AB	Govt meeting & Presidents meeting following		43			43			-	43
President	Nov 16	Virtual	Institute of Corporate Directors				1,073	1,073			-	1,073
								-			-	-
								-			-	-
								-			-	-

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 Transportation * and/or Other***	Grand Total
				Meals	Transportation *	Other***	Sub-total		
President	Oct 4	External relations (1M/1E)	Calgary, AB	125			125		
President	Oct 14	External relations (1M/2E)	Edm, AB	195			195		195
President	Oct 14	External relations (3M/1E)	Edm, AB	174			174		174
President	Oct 18	Internal relations (2M)	Calgary, AB	33			33		33
President	Oct 29	Internal relations (3M)	Calgary, AB	44			44		44
President	Nov 4	Internal relations (2M)	Calgary, AB	36			36		36
President	Nov 20	External relations (2M/2E)	Calgary, AB	132			132		132
President	Nov 25	Internal relations (2M)	Calgary, AB	57			57		57
President	Nov 26	Internal relations (4M)	Calgary, AB	197			197		197
				993	-	-	993		993