

Mount Royal University
Quarterly Expense Reporting

April 1, 2024 to September 30, 2024

Name: Chad London
Title: Provost and Vice-President, Academic



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

					Receipted Expenses				Non-Receipted			
					Other				Meals ** Other			
Position:	Dates:	Destination	Purpose	Airfare	Transportation *	Accommodation	Other ***	Sub-total	Meals & Incidentals	Transportation *	Sub-total	Grand Total
Provost & VP	Apr 21	Calgary, AB	Provost's Retreat					-		44	44	44
Provost & VP	Apr 27-May 4	Brussels, Belgium	VP Network's meetings		152	1,469		1,621	748		748	2,369
Provost & VP	May 26	Calgary, AB	Roundtable with PSI Board Chairs & Presidents		30			30			-	30
Provost & VP	Jun 15-20	Calgary, AB	Virtual Congress 2024				398	398			-	398
Provost & VP	Jun 25-29	Waterloo, ON	From Targeting Academia to Promoting Trust & Understanding Conference	1,149	993	1,236	102	3,479	231	22	253	3,732
Provost & VP	Aug 19	Calgary, AB	Petroleum Club Event					-		31	31	31
Provost & VP	Aug 28	Calgary, AB	Minister's Roundtable PSI					-		26	26	26
Provost & VP	Sep 16	Calgary, AB	Calgary Chamber Event		15			15		10	10	25
Provost & VP	Sep 19	Calgary, AB	Alumni Awards		40			40			-	40
Provost & VP	Sep 26-27	Banff, AB	Buffalo Treaty Signing		327	179		505			-	505
				1,149	1,555	2,884	500	6,088	979	133	1,111	7,199

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				Non-Receipted			
				Expenses				Expenses			
Position:	Dates:	Purpose	Location	Meals	Transportation *	Other	Sub-total	Meals & Incidentals	Other Transportation *	Sub-Total	Grand Total
Provost & VP	Apr 7, 2024	Meeting (3M)	Calgary, AB	17			17			-	17
Provost & VP	Apr 21, 2024	Meeting	Calgary, AB				-		44	44	44
Provost & VP	May 12, 2024	Meeting (1M, 1E)	Calgary, AB	11			11			-	11
Provost & VP	May 14, 2024	Meeting (3M)	Calgary, AB	14			14			-	14
Provost & VP	May 23, 2024	Meeting (1M, 1E)	Calgary, AB	10			10			-	10
Provost & VP	May 29, 2024	Meeting (2M)	Calgary, AB	8			8			-	8
Provost & VP	Jun 9, 2024	Meeting (2M, 2E)	Calgary, AB	88			88			-	88
Provost & VP	Jun 11, 2024	Meeting (2M)	Calgary, AB	8			8			-	8
Provost & VP	Jun 20, 2024	Meeting (1M, 2E)	Calgary, AB	82			82			-	82
Provost & VP	Jun 23, 2024	Meeting (1M, 1E)	Calgary, AB	9			9			-	9
Provost & VP	Jul 3-8, 2024	Stampede Event	Stampede Events		144		144		34	34	177
Provost & VP	Jul 4, 2024	Meeting (1M,1E)	Calgary, AB	62			62			-	62
Provost & VP	Aug 4, 2024	Meeting (2M)	Calgary, AB	69			69			-	69
Provost & VP	Aug 12, 2024	Meeting (1M,1E)	Calgary, AB	12			12			-	12
Provost & VP	Aug 21, 2024	Meeting (1M,1E)	Ambrose University Meeting				-		9	9	9
Provost & VP	Aug 25, 2024	Meeting (2M)	Calgary, AB	12			12			-	12
				401	144	-	545		87	87	632