

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
				Other		Accommodation	Other ***	Sub-total	Meals **	Other	
				Airfare	Transportation *				& Incidentals	Transportation *	
VP Admin	1 Nov 15-16	Toronto, ON	SHURE conference	636	307	931	1,201	3,074	101		3,175
				636	307	931	1,201	3,074	101	-	3,175

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
				Airfare	Meals	Transportation *	Other***	Sub-total	Meals & Incidentals	Transportation * and/or Other***	Sub-total	
VP Admin	1 Sep 28-29	Board Strategy Session (2M)	Banff, AB		18		11	28		151	151	179
VP Admin	2 Oct 16	VPAG Team Lunch (9M)	Calgary		188			188				188
VP Admin	3 Oct 26-27	VPAG Offsite Team Meeting (10M)	Canmore, AB		540			540		128	128	668
VP Admin	4 Nov 20	Internal Meeting (1M)	Calgary		37			37				37
VP Admin	5 Nov 23	VPAG Team Lunch (9M)	Calgary		351			351				351
VP Admin	6 Nov 30	External Meeting (1E)	Calgary		57			57				57
VP Admin	7 Dec 11	Internal Meeting (1M)	Calgary		13			13				13
VP Admin	8 Dec 13	Internal Meeting (1M)	Calgary		12			12				12
VP Admin	9 Dec 18	External Meeting (1E)	Calgary		8			8				8
VP Admin	10 Dec 19	External Meeting (1E)	Calgary		10			10				10
VP Admin	11 Dec 21	VPAG Team Lunch (7M)	Calgary		303			303				303
					1,537	-	11	1,548		279	279	1,826