

Mount Royal University
Quarterly Expense Reporting

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 President and Vice-Chancellor



January 1, 2022 to March 31, 2022

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			Grand Total
				Airfare	Other Transportation *	Accommodation	Other ***	Sub-total	Meals ** & Incidentals	Other Transportation *	Sub-total	
President	Jan 23-25, 2022	Victoria, B.C.	AVP EDI Recruitment	1073	227	469		1769	84	32	116	1885
President	Feb 10 - 11, 2022	Edmonton, AB	Govt Meetings	-	25	205		230	47	-	47	277
President	Mar 3 -5, 2022	Vancouver, B.C.	COWCUP	529	270	445		1,244	98	32	119	1,363
President	Mar 17 - 19, 2022	Banff, AB	COPPOA	-	-	1,213		1,213	28	131	158	1,371
TOTAL				1,602	522	2,332		4,457	257	195	440	4,897

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:	Ho	Location	Receipted Expenses			Grand Total
				Meals	Other Transportation *	Sub-total	
President	Jan 24, 2022	External Relations (1M/1E)	Victoria, B.C.	91		91	91
President	Jan 25, 2022	External Relations (1M/1E)	Victoria, B.C.	87		87	87
President	Jan 27, 2022	Internal Relations (2M)	Calgary, AB	72		72	74
President	Feb 9, 2022	Internal Relations (2M)	Calgary, AB	45		45	45
President	Feb 17, 2022	External Relations (1M/1E)	Calgary, AB	99		99	109
President	Feb 18, 2022	External Relations (1M/1E)	Calgary, AB	58		58	60
President	March 24, 2022	External Relations (1M/1E)	Calgary, AB	119		119	130
President	March 25, 2022	External Relations (1M/1E)	Calgary, AB	-	15	15	24
President	March 27, 2022	External Relations	Calgary, AB	-	9	9	14
President	March 28, 2022	Internal Relations (3M)	Calgary, AB	-	-	-	4
President	March 29, 2022	External Relations (1M/2E)	Calgary, AB	-	-	-	5
President	March 30, 2022	Internal Relations (9M)	Calgary, AB	379	-	-	2
Total				950	24	595	643