Mount Royal University
Quarterly Expense Reporting

October -December, 2021

Annalise Van Ham
Vice President, Finance & Administration

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			
Position:	Dates:	Purpose	Location	Airfare	Other Transportation *	Accommodation	Other ***	Sub-total	Meals ** & Incidentals	Other Transportation *	Sub-total	Grand Total
VP, Fin & Adm	25 Nov 21	Registration for CPA Course	Alberta				215.25	215.25				215.25

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 Expenses			Non-Receipted Expenses			
Position:	Dates:	Purpose	Location	Meals	Transportation *	Other	Sub-total	Meals & Incidentals	Other Transportation *	Sub-Total	Grand Total
VP Fin & Adm	29 Nov 21	Refreshments for Divisional Planning Session	Calgary	65.15			65.15				65.15
VP Fin & Adm	09 Dec 21	Lunch meeting with Interim CIO (Attendees A Van Ham and B D'sena)	Calgary	37.43			37.43				37.43
											0
											0
											0
											0
							102.58	0			**102.58**