

Mount Royal University
Quarterly Expense Reporting

Jul 1, 2017 to September 30, 2017

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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

<u>Position:</u>	<u>Dates:</u>	<u>Destination</u>	<u>Purpose</u>	<u>Receipted Expenses</u>					<u>Non-Receipted</u>		<u>Grand Total</u>
				<u>Airfare</u>	<u>Transportation *</u>	<u>Accommodation</u>	<u>Other ***</u>	<u>Sub-total</u>	<u>Meals ** & Incidentals</u>	<u>Transportation *</u>	

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).

<u>Position:</u>	<u>Dates:</u>	<u>Purpose</u>	<u>Location</u>	<u>Receipted Expenses</u>				<u>Non-Receipted Expenses</u>		<u>Grand Total</u>
				<u>Meals</u>	<u>Transportation *</u>	<u>Other***</u>	<u>Sub-total</u>	<u>Meals ** & Incidentals</u>	<u>Transportation *</u>	
VP Admin	Jul 15	Year End Appreciation Event (7E, 8M)	Calgary	211			211			211
VP Admin	Aug 23	Executive Planning Retreat (9M)	Calgary		10		10			10
VP Admin	Sept 11	Planning Day (8M)	Calgary	413			413			413
VP Admin	Sept 22-23	Board Planning Retreat (14E, 7M)	Banff				-		119	119