



**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	April 5-9	Chicago	Mid-West Political Science Association Conference	948	320	1,635	474	3,377	311		311	3,688
President	April 24-27	Montreal	Universities Canada Membership Meetings	978	385	818		2,180	136		136	2,316
President	May 3-6	Vancouver	C2U Expo 2017 & SFU Presidents' Roundtable Dialogue	468	235	1,759	504	2,966	164		164	3,130
President	May 23	Edmonton	Government Meetings	411	105		41	557	24	34	58	615
President	June 11 - 14	Ottawa	Presentation: Cdn. Assoc. of College & University Student Services (CACUSS) Conference	931	277	1,218	311	2,737	212		212	2,949
President	June 29-30	Edmonton	Council of Post-Secondary Presidents of AB (COPPOA)	374	229	196		799	56		56	855

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
				Meals	Transportation *	Other	Sub-total	Meals & Incidentals	Other Transportation *	Sub-Total	
President	April 3	Hosted Dinner MRU Athletic Coaches : University Relations (10M)	Calgary, AB	472			472				472
President	April 21	Government Meeting (2M + 5E)	Calgary, AB			19	19				19
President	April 28	MRU/Red Deer College Liberal Education Conference (30M+50E)	Calgary, AB			13	13				13
President	May 2	Dinner Meeting: University Relations (2M + 1 E)	Calgary, AB	66			66				66
President	May 8	Lunch Meeting: University Relations (1M+1E)	Calgary, AB	50		17	68				68
President	May 10	University Relations: Staff PD Days (150 M)	Calgary, AB			25	25				25
President	May 15	Hosted Dinner : University Relations (3M+3E)	Calgary, AB	133			133				133
President	May 18	Lunch Meeting: University Relations (1M+1E)	Calgary, AB	32			32				32
President	May 23	Community Relations Event (1M & 10E)	Calgary, AB			4	4				4
President	June 6	Community Relations Event (1M & 15E)	Calgary, AB			5	5				5
President	June 10	RBC Nat'l Tournament (2M +100s E)	Calgary, AB							27	27
President	June 26	Employee Relations (3M)	Calgary, AB	74			74				74
President	June 28	Employee Relations (3M)	Calgary, AB	79			79				79
				906	83		989	-	27	27	1,016