

**Mount Royal University**  
**Quarterly Expense Reporting**

**October 1 - December 31, 2021**

**Name: Paul Rossmann**  
**Title: Vice-President, University Advancement**



**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:            | Destination | Purpose                       | Other              |                  |               | Sub-total | Meals **      |               | Sub-total | Grand Total |
|           |                   |             |                               | Airfare            | Transportation * | Accommodation |           | Other ***     | & Incidentals |           |             |
| VP UA     | Oct 13 - 15, 2021 | Edmonton    | Government relations meetings |                    | 281              | 731           | 1,012     |               | 119           | 1,012     | 1,132       |
|           |                   |             |                               |                    |                  |               |           |               |               |           |             |

**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            |           | Grand Total |
|                    |                   |                                |          |       |                  |       |           |                        | Transportation * | Sub-Total |             |
| VP UA              | October 21, 2021  | Donor cultivation (1M, 1E)     | Calgary  | 7     |                  |       | 7         |                        |                  |           | 7           |
| VP UA              | October 22, 2021  | Employee relations (7M)        | Calgary  | 27    |                  |       | 27        |                        |                  |           | 27          |
| VP UA              | October 25, 2021  | Employee relations (2M)        | Calgary  | 14    |                  |       | 14        |                        |                  |           | 14          |
| VP UA              | October 25, 2021  | Donor cultivation (2M, 3E)     | Calgary  | 319   |                  |       | 319       |                        |                  |           | 319         |
| VP UA              | November 2, 2021  | Donor cultivation (1M, 1E)     | Calgary  | 7     |                  |       | 7         |                        |                  |           | 7           |
| VP UA              | November 2, 2021  | Donor cultivation - parking    | Calgary  |       | 6                |       | 6         |                        |                  |           | 6           |
| VP UA              | November 17, 2021 | Donor cultivation - parking    | Calgary  |       | 21               |       | 21        |                        |                  |           | 21          |
| VP UA              | November 19, 2021 | Donor cultivation (3M, 1E)     | Calgary  | 399   |                  |       | 399       |                        |                  |           | 399         |
| VP UA              | November 19, 2021 | Donor cultivation - parking    | Calgary  |       | 15               |       | 15        |                        |                  |           | 15          |
| VP UA              | December 1, 2021  | Donor cultivation (1M, 1E)     | Calgary  | 7     |                  |       | 7         |                        |                  |           | 7           |
| VP UA              | December 1, 2021  | Government relations - parking | Calgary  |       | 20               |       | 20        |                        |                  |           | 20          |
| VP UA              | December 7, 2021  | Employee relations (7M)        | Calgary  | 185   |                  |       | 185       |                        |                  |           | 185         |
| VP UA              | December 8, 2021  | Donor cultivation (1M, 1E)     | Calgary  | 63    |                  |       | 63        |                        |                  |           | 63          |
| VP UA              | December 8, 2021  | Donor cultivation - parking    | Calgary  |       | 11               |       | 11        |                        |                  |           | 11          |
| VP UA              | December 8, 2021  | Donor cultivation (2M, 2E)     | Calgary  | 399   |                  |       | 399       |                        |                  |           | 399         |
| VP UA              | December 9, 2021  | Donor cultivation - parking    | Calgary  |       | 6                |       | 6         |                        |                  |           | 6           |
| VP UA              | December 10, 2021 | Employee relations (2M)        | Calgary  | 43    |                  |       | 43        |                        |                  |           | 43          |
|                    |                   |                                |          | 1,469 | 79               | -     | 1,548     | -                      | -                | -         | 1,548       |