

Mount Royal University
Quarterly Expense Reporting

July 1 - September 30, 2020

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

Position:	Dates:	Destination	Purpose	Receipted Expenses					Non-Receipted			Grand Total
				Other				Sub-total	Meals ** & Incidentals	Other		
				Airfare	Transportation *	Accommodation	Other ***			Transportation *	Sub-total	
VP UA	July 6 - 7	Edmonton	Government relations meetings			316	-	316	68	280	348	664
								-			-	-
								-			-	-
								-			-	-

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:	Purpose	Location	Receipted Expenses				Non-Receipted Expenses			Grand Total
				Meals	Transportation *	Other	Sub-total	Meals & Incidentals	Other Transportation *	Sub-Total	
VP UA	July 10	Donor cultivation (1M, 3 E)	Calgary, AB	35			35				35
VP UA	August 20	Donor cultivation (1 M, 1 E)	Calgary, AB	45			45				45
VP UA	September 28	Donor cultivation (2M, 2E)	Calgary, AB		28		28				28
				80	28	-	108	-	-	-	108