

Mount Royal University
Quarterly Expense Reporting

January 1, 2017 to March 31, 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

Position:	Dates:	Destination	Purpose	Receipted Expenses					Non-Receipted		Grand Total
				Airfare	Transportation *	Accommodation	Other ***	Sub-total	Meals ** & Incidentals	Transportation *	
VP SACL	Mar 11-15	San Antonio, TX	Travel expenses to San Antonio, Texas for the Annual NASPA Conference	820	247	1,529	669	3,266	351	351	3,617

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	Transportation *		
VP SACL	Jan 10	Parking downtown - meeting with external review consultants	Calgary			4	4			4
VP SACL	Jan 23	Vice-President's Advisory Council, Appreciation / Holiday Lunch (11M and 1VP)	Calgary	400			400			400
				400	4	-	404	-		404