



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	Apr 18-22	Victoria, BC	Travel expenses to Victoria, British Columbia, for the Annual Spring WESTSSAA Meeting	499	195	698	-	1,392	272		1,664
VP SACL	Jun 10-15	Ottawa, ON	Travel expenses to Ottawa, Ontario, for the Annual CACUSS Conference	611	205	1,135	695	2,646	324		2,970

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	May 5	Divisional/office planning day lunch (2M and 1VP)	Calgary	54			54		54
							-		-
				54	-	-	54	-	54