Mount Royal University
Quarterly Expense Reporting

April 1, 2018 to June 30, 2018

Sue Mallon
Chair, Board of Governors

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	
Board Chair	Apr 4-7, 2018	Victoria, BC	Canadian University Boards Association (CUBA) Conference	718	20	396	578	1,712	64		64	1,776
Board Chair	Apr 22-24, 2018	San Francisco, USA	Association of Governing Boards (AGB) Conference	739	193	859	1,350	3,142	168		168	3,310
								-			-	-
								-			-	-

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	Other Transportation *	Sub-total	Other Transportation *	
						-		-
						-		-
						-		-
						-		-
						-		-
						-		-
				-	-	-	-	-