

# SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY

## EXPENSE REPORTING FOR THE PERIOD

April 1, 2019 - June 30, 2019



### 1) Travel and Business Related Expenses

This includes all reimbursable expenses for travel activities while on SAIT business, attendance at and/or presenting at conferences, and participating with professional organizations.

Other Transportation includes public transportation, rental cars, taxi, car service fees, parking, mileage, etc.

Meals at SAIT are based on approved receipts for each meal incurred while on business travel.

Other includes conference registration fees, foreign visa fees and other travel expenses.

<u>Position</u>	<u>Dates</u>	<u>Purpose</u>	<u>Destination</u>	<u>Airfare</u>	<u>Other Transportation</u>	<u>Accommodation</u>	<u>Meals</u>	<u>Other</u>	<u>Total</u>
CFO and VP Corporate Services	Apr, 2019	Elucian Live & Executive Forum 2019	New Orleans, LA	\$219.77	\$266.65	\$2,197.86	\$232.51		\$2,916.79
CFO and VP Corporate Services	Apr, 2019	Okanagan College Meeting	Kelowna		\$135.10	\$121.80			\$256.90
CFO and VP Corporate Services	Apr, 2019	Tim Hortons Charity Foundation Event	Calgary					\$450.00	\$450.00
CFO and VP Corporate Services	May, 2019	Okanagan College Foundation Event	Kelowna			\$580.00	\$22.68		\$602.68
CFO and VP Corporate Services	May, 2019	Polytechnics Canada Annual Showcase 2019	Richmond	\$499.01	\$655.08	\$945.48	\$128.16		\$2,227.73
CFO and VP Corporate Services	May, 2019	Colleges and Institutes Canada 2019 Conference	Niagara	\$1,533.00	\$625.34	\$2,445.65	\$586.24		\$5,190.23
								<b>Total</b>	<b>\$11,644.33</b>

### 2) Hosting and Working Session Expenses

SAIT provides for hosting and working session expenses to be reimbursed for SAIT business activity. Business activity can include meetings with external parties and SAIT employees.

<u>Position</u>	<u>Dates</u>	<u>Purpose</u>	<u>Location</u>	<u>Amount</u>
CFO and VP Corporate Services	Apr, 2019	Meal Expense - External Meeting - 2 people	Calgary	\$48.48
CFO and VP Corporate Services	Apr, 2019	Parking - External Meeting	Calgary	\$7.50
CFO and VP Corporate Services	Apr, 2019	Meal Expense - External Meeting - 2 people - 5 meetings	Calgary	\$338.95
CFO and VP Corporate Services	May, 2019	Meal Expense - External Meeting - 2 people - 3 meetings	Calgary	\$307.67
CFO and VP Corporate Services	May, 2019	Parking - External Meeting - 5 meetings	Calgary	\$31.40
			<b>Total</b>	<b>\$734.00</b>