

SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY

EXPENSE REPORTING FOR THE PERIOD

January 1, 2019 - March 31, 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.

<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	Feb, 2019	Elucian Live & Executive Forum 2019	New Orleans, LA	\$1,819.35					\$1,819.35
CFO and VP Corporate Services	Mar, 2019	Gartner IT Symposium/Xpo	Orlando, FL				\$23.95		\$23.95
CFO and VP Corporate Services	Mar, 2019	Polytechnics Canada Annual Showcase 2019	Richmond					\$551.25	\$551.25
CFO and VP Corporate Services	Mar, 2019	Gartner CIO Leadership Forum 2019	Phoenix, AZ	\$1,032.17	\$724.27	\$1,071.41	\$188.30		\$3,016.15
CFO and VP Corporate Services	Mar, 2019	Okanagan College Meeting	Kelowna	\$196.48	\$12.02		\$35.45	\$225.00	\$468.95
CFO and VP Corporate Services	Mar, 2019	Colleges and Institutes Canada 2019 Conference	Niagara					\$1,100.00	\$1,100.00
CFO and VP Corporate Services	Mar, 2019	Alberta Association in Higher Education for Information Technology Members Meeting	Calgary					\$1,126.00	\$1,126.00
								Total	\$8,105.65

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	Feb, 2019	Meal Expense - External Meeting - 3 people	Calgary	\$246.33
CFO and VP Corporate Services	Feb, 2019	Meal Expense - External Meeting - 2 people - 3 meetings	Calgary	\$339.89
CFO and VP Corporate Services	Feb, 2019	Parking - External Meeting - 6 meetings	Calgary	\$49.74
CFO and VP Corporate Services	Mar, 2019	Meal Expense - External Meeting - 2 people	Calgary	\$54.37
			Total	\$690.33