

SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY

EXPENSE REPORTING FOR THE PERIOD

July 1, 2019 - September 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	Jul, 2019	Interview Candidates - Nov 2018	Vancouver				\$52.90		\$52.90
CFO and VP Corporate Services	Jul, 2019	Ellucian Live & Executive Forum - April 2019	New Orleans, LA		\$26.63		\$7.77		\$34.40
CFO and VP Corporate Services	Jul, 2019	Okanagan College Foundation Event - May 2019	Kelowna				\$19.32		\$19.32
CFO and VP Corporate Services	Jul, 2019	Northern Alberta Institute of Technology Meeting	Edmonton		\$31.98	\$316.57	\$158.18		\$506.73
CFO and VP Corporate Services	Aug, 2019	Chartwell Event	Toronto	\$1,533.00	\$563.66	\$527.67	\$471.66		\$3,095.99
								Total	\$3,709.34

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	Jul, 2019	Meal Expense - External Meeting - 9 Meetings	Calgary	\$629.51
CFO and VP Corporate Services	Jul, 2019	Parking - External Meeting	Calgary	\$30.05
CFO and VP Corporate Services	Sep, 2019	Meal Expense - External Meeting - 3 Meetings	Calgary	\$154.72
CFO and VP Corporate Services	Sep, 2019	Parking - External Meeting	Calgary	\$89.34
			Total	\$903.62