

# SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY

## EXPENSE REPORTING FOR THE PERIOD

October 1, 2019 - December 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, foreign visa fees and other travel expenses.

Position	Dates	Purpose	Destination	Other				Total
				Airfare	Transportation	Accommodation	Meals	
CFO and VP Corporate Services	Oct, 2019	Northern Alberta Institute of Technology Meeting	Edmonton			\$273.42	\$315.77	\$589.19
CFO and VP Corporate Services	Oct, 2019	Chartwell Event in Aug 2019	Toronto		\$27.61			\$27.61
CFO and VP Corporate Services	Nov, 2019	Council of Post-Secondary Presidents of Alberta Meeting	Edmonton		\$25.00	\$200.99		\$225.99
CFO and VP Corporate Services	Dec, 2019	CPA BC Seminar	Vancouver	\$567.26	\$104.67	\$526.66	\$87.25	\$1,285.84
							<b>Total</b>	<b>\$2,128.63</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.

Position	Dates	Purpose	Location	Amount
CFO and VP Corporate Services	Oct, 2019	Parking - External Meeting	Calgary	\$4.50
CFO and VP Corporate Services	Nov, 2019	Meal Expense - External Meeting	Calgary	\$7.76
CFO and VP Corporate Services	Nov, 2019	Parking - External Meeting	Calgary	\$26.35
CFO and VP Corporate Services	Dec, 2019	Parking - Internal Meeting	Calgary	\$34.80
<b>Total</b>				<b>\$73.41</b>