

**SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY**  
**EXPENSE REPORTING FOR THE PERIOD**  
**Oct 1, 2022 - Dec 31, 2022**



**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>Transportation</u>	<u>Accommodation</u>	<u>Meals</u>	<u>Other</u>	<u>Total</u>
CFO and VP Corporate Services	Oct, 2022	Gartner conference	Barcelona		\$40.02				\$40.02
CFO and VP Corporate Services	Nov, 2022	Gartner conference	Barcelona		\$343.08	\$236.96	\$253.31		\$833.35
CFO and VP Corporate Services	Nov, 2022	Microserve event	Toronto		\$77.81				\$77.81
CFO and VP Corporate Services	Dec, 2022	Gartner conference	Barcelona		\$236.90		\$9.92		\$246.82
CFO and VP Corporate Services	Dec, 2022	Microserve event	Toronto		\$39.72				\$39.72
CFO and VP Corporate Services	Dec, 2022	World Congress 2023	Montreal					\$1,390.00	\$1,390.00
								<b>Total</b>	<b>\$2,627.72</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	Oct, 2022	Meal Expense - External Meeting	Calgary	\$70.94
CFO and VP Corporate Services	Dec, 2022	Meal Expense - External Meeting	Calgary	\$69.44
CFO and VP Corporate Services	Dec, 2022	Parking - External Meeting	Toronto	\$34.62
			<b>Total</b>	<b>\$175.00</b>

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