

SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY
EXPENSE REPORTING FOR THE PERIOD
Jan 1, 2023 - Feb 15, 2023



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	Feb, 2023	CICan Conference	Montreal			\$320.11			\$320.11
CFO and VP Corporate Services	Feb, 2023	Flight pass for travel to Central Canada for meetings in 2023	Calgary	\$5,533.50					\$5,533.50
CFO and VP Corporate Services	Feb, 2023	CAUBO conference registraton	Toronto					\$1,100.00	\$1,100.00
+								Total	\$6,953.61

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>
+		No Hosting/Work Expenses to report		
			Total	