SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY

EXPENSE REPORTING FOR THE PERIOD

Jul 01, 2026 - Sep 30, 2026

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 and parking fees.

Position	Dates	Purpose	Destination	Other Transportation	Total
Chief Financial Officer And Vice President Corporate Services	May, 2026	APAS Board Retreat	Edmonton, AB	$315.12	$315.12
					$315.12

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
Chief Financial Officer And Vice President Corporate Services		No Hosting/Work Expenses to report		
			Total	