

# SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY

## EXPENSE REPORTING FOR THE PERIOD

January 1, 2019 - March 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.

<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>
President and CEO	Jan, 2019	Higher Colleges of Technology Meeting	New York, NY	\$1,681.05	\$160.51	\$1,034.29	\$293.87		\$3,169.72
President and CEO	Feb, 2019	Polytechnics Canada Annual Showcase 2019	Richmond					\$472.50	\$472.50
President and CEO	Feb, 2019	League for Innovation Conference 2019	New York, NY	\$1,011.48	\$220.08	\$3,612.78	\$175.82		\$5,020.16
President and CEO	Mar, 2019	Ellucian Live & Executive Forum 2019	New Orleans, LA	\$1,931.96					\$1,931.96
President and CEO	Mar, 2019	Spring League for Innovation Board Meeting	Austin, TX	\$699.72	\$49.88	\$467.14	\$356.22		\$1,572.96
President and CEO	Mar, 2019	Higher Colleges of Technology Meeting	Dubai	\$9,832.50					\$9,832.50
President and CEO	Mar, 2019	Council of Post-Secondary Presidents of Alberta Meeting	Edmonton			\$302.00	\$51.67		\$353.67
President and CEO	Mar, 2019	Canada Hall of Fame Gala	Calgary					\$312.50	\$312.50
								<b>Total</b>	<b>\$22,665.97</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>
President and CEO	Jan, 2019	Meal Expense - External Meeting - 2 people - 3 meetings	Calgary	\$234.64
President and CEO	Jan, 2019	Meal Expense - External Meeting	Calgary	\$8.15
President and CEO	Jan, 2019	Parking - External Meeting - 5 meetings	Calgary	\$67.75
President and CEO	Feb, 2019	Meal Expense - External Meeting - 2 people - 2 meetings	Calgary	\$53.61
President and CEO	Feb, 2019	Meal Expense - Internal Meeting - 2 people - 2 meetings	Ottawa	\$136.82
President and CEO	Feb, 2019	Parking - External Meeting - 2 meetings	Calgary	\$47.25
President and CEO	Mar, 2019	Meal Expense - External Meeting - 2 people	Calgary	\$55.55
President and CEO	Mar, 2019	Parking - External Meeting - 5 meetings	Calgary	\$72.35
			<b>Total</b>	<b>\$676.12</b>