

SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY
EXPENSE REPORTING FOR THE PERIOD
January 1, 2020 - March 31, 2020



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>Other Transportation</u>	<u>Accommodation</u>	<u>Meals</u>	<u>Other</u>	<u>Total</u>
President and CEO	Jan, 2020	Skills for Jobs Task Force Meeting	Edmonton		\$55.81	\$683.89	\$107.83		\$847.53
President and CEO	Jan, 2020	Meeting with Government Officials and International Embassies	Ottawa	\$1,337.58	\$156.51	\$724.88	\$4.58		\$2,223.55
President and CEO	Feb, 2020	SAIT/NAIT Meeting	Edmonton		\$20.28	\$281.89	\$62.94		\$365.11
President and CEO	Mar, 2020	Council of Post Secondary Presidents of Alberta Meeting	Edmonton			\$350.21	\$7.86		\$358.07
President and CEO	Mar, 2020	Skills for Jobs Task Force Meeting	Edmonton			\$738.09	\$42.06		\$780.15
President and CEO	Mar, 2020	SAIT/NAIT Meeting	Edmonton		\$29.08		\$111.58		\$140.66
President and CEO	Mar, 2020	Edmonton Lock Up Meeting	Edmonton		\$81.91	\$331.95	\$10.55		\$424.41
+								Total	\$5,139.48

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, 2020	Meal Expense - External Meeting	Calgary	\$132.59
President and CEO	Jan, 2020	Parking - External Meeting	Calgary	\$30.50
President and CEO	Feb, 2020	Meal Expense - External Meeting	Red Deer	\$52.98
President and CEO	Feb, 2020	Parking - External Meeting	Calgary	\$63.25
President and CEO	Mar, 2020	Meal Expense - External Meeting	Calgary	\$153.36
President and CEO	Mar, 2020	Parking - External Meeting	Calgary	\$25.15
+			Total	\$457.83