

SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY

EXPENSE REPORTING FOR THE PERIOD

January 1, 2021 - March 31, 2021



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	Feb, 2021	Asia Pacific Association for International Education Virtual Conference	Calgary					\$65.97	\$65.97
President and CEO	Mar, 2021	League for Innovation Virtual Conference	Calgary					\$653.59	\$653.59
President and CEO	Mar, 2021	BC Council for International Education Virtual Conference	Calgary					\$840.00	\$840.00
+ -								Total	\$1,559.56

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, 2021	Meal Expense - External Meeting	Calgary	\$27.16
President and CEO	Feb, 2021	Meal Expense - External Meeting	Calgary	\$235.53
President and CEO	Feb, 2021	Virtual Meeting Registration Fee	Calgary	\$31.50
President and CEO	Mar, 2021	Meal Expenses - External Meeting	Calgary	\$204.10
			Total	\$498.29