

# SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY

## EXPENSE REPORTING FOR THE PERIOD

July 1, 2022 - Sept 30, 2022



### 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.

| Position  | Dates     | Purpose  | Destination    | Airfare     | Other          |               |            | Meals      | Other        | Total              |
|-----------|-----------|--|----------------|-------------|----------------|---------------|------------|------------|--------------|--------------------|
|           |           |  |                |             | Transportation | Accommodation |            |            |              |                    |
| President | Jul, 2022 | CICan Leadership Conference                              | Banff, AB      |             |                | \$800.49      |            |            |              | \$800.49           |
| President | Jul, 2022 | EAIE Conference  | Spain          | \$10,804.58 | \$149.90       |               |            |            |              | \$10,954.48        |
| President | Aug, 2022 | CBIE annual conference                                   | Ottawa ,ON     |             |                |               |            | \$1,185.00 |              | \$1,185.00         |
| President | Aug, 2022 | Meet with Centennial and Downsview                       | North York, ON |             |                | \$1,047.00    |            |            |              | \$1,047.00         |
| President | Aug, 2022 | Meet with UNB - McKenna Institute                        | Toronto        | \$3,304.26  | \$884.24       | \$2,377.57    | \$1,225.98 |            |              | \$7,792.05         |
| President | Aug, 2022 | Meetings with Centennial College                         | Toronto        |             |                | \$899.94      |            |            |              | \$899.94           |
| President | Aug, 2022 | Consulate General of the Republic of Indonesia Reception | Vancouver      | \$1,034.85  | \$95.00        | \$387.45      |            |            |              | \$1,517.30         |
| President | Sep, 2022 | EAIE Conference  | Spain          |             |                | \$1,548.92    | \$3,315.88 |            |              | \$4,864.80         |
| President | Sep, 2022 | Meeting with Swiss Govt                                  | Switzerland    | \$42.00     | \$82.84        | \$1,995.23    | \$53.72    |            |              | \$2,173.79         |
|           |           |  |                |             |                |               |            |            | <b>Total</b> | <b>\$31,234.85</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.

| Position  | Dates     | Purpose                    | Location    | Amount       |                 |
|-----------|-----------|----------------------------|-------------|--------------|-----------------|
| President | Jul, 2022 | Parking - External Meeting | Fredericton | \$173.31     |                 |
| President | Jul, 2022 | Parking - External Meeting | Fredericton | \$3.00       |                 |
|           |           |                            |             | <b>Total</b> | <b>\$176.31</b> |