

SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY
EXPENSE REPORTING FOR THE PERIOD
Oct 1, 2022 - Dec 31, 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	Transportation	Accommodation	Meals	Other	Total
President	Oct, 2022	Apale Conference	Thailand					\$1,092.55	\$1,092.55
President	Oct, 2022	CiCan on the Hill	Ottawa					\$550.00	\$550.00
President	Oct, 2022	League for innovation	Maryland	\$3,256.26	\$466.84	\$302.33	\$96.03		\$4,121.46
President	Oct, 2022	Tickets for: Caldwell Round Table Event - November 2nd	New Brunswick	\$78.75					\$78.75
President	Nov, 2022	CBIE Conference	Toronto	\$666.21	\$178.25	\$1,637.85	\$12.97		\$2,495.28
President	Nov, 2022	CiCan	Ottawa	\$2,208.85			\$9.58		\$2,218.43
President	Nov, 2022	Apale Conference	Thailand					\$53.96	\$53.96
President	Nov, 2022	APSN Conference	Edmonton	\$1,108.67	\$23.86				\$1,132.53
President	Nov, 2022	Meetings with AB Post-Secondary Network	Edmonton			\$639.44			\$639.44
President	Nov, 2022	Meetings with AB Post-Secondary Network	Toronto				\$60.47		\$60.47
President	Nov, 2022	Meetings with Indonesian/Swiss Embassy's and CiCan board meetings	Ottawa		\$67.32		\$27.20		\$94.52
President	Nov, 2022	CiCan on the Hill Conference	Ottawa		\$21.80				\$21.80
President	Dec, 2022	CiCan on the Hill Conference	Ottawa		\$159.24	\$1,166.97	\$31.85		\$1,358.06
President	Dec, 2022	CiCan 2023 Conference registration	Ottawa					\$1,390.00	\$1,390.00
President	Dec, 2022	AIEA 2023 Conference	Washington DC					\$1,401.65	\$1,401.65
+								Total	\$16,708.90

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	Nov, 2022	Meal Expense - External Meeting	Calgary	\$85.05
President	Nov, 2022	Parking - External Meeting	Calgary	\$24.15
President	Nov, 2022	Purchased table for "A conversation with Rachel Notley"	Calgary	\$831.60
President	Dec, 2022	Meal Expense - External Meeting	Calgary	\$51.30
President	Dec, 2022	Parking - External Meeting	Calgary	\$47.30
+			Total	\$1,039.40