

SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY

EXPENSE REPORTING FOR THE PERIOD

April 1, 2023 - June 30, 2023



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	Other					Total
				Airfare	Transportation	Accommodation	Meals	Other	
President	Apr, 2023	CICan Conference	Montreal	\$1,847.13	\$275.60	\$1,330.59	\$1,862.58		\$5,315.90
President	Apr, 2023	APAIE Conference	Thailand		\$88.32				\$88.32
President	Apr, 2023	BCCIE Conference	Victoria					\$1,153.95	\$1,153.95
President	May, 2023	BCCIE Conference	Victoria		\$224.60				\$224.60
President	Jun, 2023	CBIE Conference	Vancouver					\$1,195.00	\$1,195.00
President	Jun, 2023	Off-Site Talent Strategy Discussion	Canmore				\$9.26		\$9.26
President	Jun, 2023	International Education Conference	Rotterdam			\$1,417.98			\$1,417.98
President	Jun, 2023	BCIE Conference	Victoria		\$211.00	\$616.05	\$247.48		\$1,074.53
								Total	\$10,479.54

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	Apr, 2023	Parking - External Meeting	Calgary	\$18.25
President	May, 2023	Meal Expense - External Meeting	Calgary	\$5.93
President	May, 2023	Parking - External Meeting	Calgary	\$5.00
Total				\$29.18