

SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY
EXPENSE REPORTING FOR THE PERIOD
Jan 1, 2023 - Mar 31, 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.

<u>Position</u>	<u>Dates</u>	<u>Purpose</u>	<u>Destination</u>	<u>Airfare</u>	<u>Transportation</u>	<u>Accommodation</u>	<u>Meals</u>	<u>Other</u>	<u>Total</u>
President	Jan, 2023	APAE Conference	Bangkok/Vietnam	\$8,116.48					\$8,116.48
President	Jan, 2023	APA Program	Bangkok/Vietnam	\$3,521.95					\$3,521.95
President	Jan, 2023	EAB and AIEA 2023 Conference 2	Washington			\$1,686.62			\$1,686.62
President	Feb, 2023	CICan Conference	Montreal			\$320.11			\$320.11
President	Feb, 2023	APA Program	Bangkok/Vietnam	\$270.62				\$44.99	\$315.61
President	Feb, 2023	EAB and AIEA 2023 Conference 2	Washington	\$2,142.69	\$345.31	\$1,028.65	\$469.00		\$3,985.65
President	Mar, 2023	APAE Conference	Bangkok/Vietnam		\$16.11	\$1,891.95	\$281.28		\$2,189.34
President	Mar, 2023	Vietnam Canada International Education Partnership Conference	Bangkok/Vietnam			\$2,410.43			\$2,410.43
President	Mar, 2023	APA Program	Bangkok/Vietnam			\$147.60	\$13.76		\$161.36
+								Total	\$22,707.55

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	Jan, 2023	Meal Expense - External Meeting	Calgary	\$402.36
President	Jan, 2023	Parking - External Meeting	Calgary	\$46.20
President	Feb, 2023	Parking - External Meeting	Calgary	\$13.65
+			Total	\$462.21