

SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY
EXPENSE REPORTING FOR THE PERIOD
July 1, 2023 - September 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.

<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	Jul, 2023	EAIE Conference	Rotterdam		(\$43.31)			(\$1,374.95)	(\$1,418.26)
President	Jul, 2023	BCCIE Conference	Victoria			\$2,739.83			\$2,739.83
President	Jul, 2023	BCIE Conference	Victoria		\$141.26	\$294.64			\$435.90
President	Jul, 2023	MOE's Polytechnics and ITE Quality	Singapore		\$223.88			\$231.59	\$455.47
President	Aug, 2023	League for Innovation Fall Board Meeting	Phoenix	\$1,204.69					\$1,204.69
President	Aug, 2023	MOE's Polytechnics and ITE Quality	Singapore		\$84.43	\$2,228.57	\$332.79		\$2,645.79
President	Sep, 2023	EAIE Conference	Rotterdam		\$46.54	\$820.23	\$61.10		\$927.87
President	Sep, 2023	League for Innovation Fall Board Meeting	Phoenix				\$21.40		\$21.40
President	Sep, 2023	League for Innovation Fall Board Meeting	Wisconsin	\$2,112.01					\$2,112.01
President	Sep, 2023	Maricopa Community College	Phoenix		\$170.97		\$94.50		\$265.47
President	Sep, 2023	ARIS/Gov't/International	Ottawa	\$815.76					\$815.76
President	Sep, 2023	ATU Meeting	Ireland		\$151.62	\$705.64			\$857.26
+								Total	\$11,063.19

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>
		No Hosting/Work Expenses to report		
			Total	