

# SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY

## EXPENSE REPORTING FOR THE PERIOD

Oct 1, 2023 - December 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>Other</u>		<u>Meals</u>	<u>Other</u>	<u>Total</u>
					<u>Transportation</u>	<u>Accommodation</u>			
President	Oct, 2023	Irish Technical Schools	Dublin	\$10,443.40		\$2,545.60	\$367.65		\$13,356.65
President	Oct, 2023	Polytechnics Canada Advocacy Meeting	Ottawa	\$1,424.79	\$90.49	\$992.93	\$88.57		\$2,596.78
President	Oct, 2023	League for Innovation Board Meetings	Madison	\$1,810.42	\$121.59	\$916.60	\$57.37	\$189.00	\$3,094.98
President	Nov, 2023	CBIE Conference	Vancouver	\$301.48	\$50.19		\$580.39		\$932.06
President	Nov, 2023	Irish Technical Schools	Dublin	\$28.66					\$28.66
President	Nov, 2023	Alberta polytechnics meeting	Edmonton	\$842.36					\$842.36
President	Dec, 2023	CBIE Conference	Vancouver		\$67.24	\$2,243.01			\$2,310.25
President	Dec, 2023	Alberta polytechnics meeting	Edmonton			\$401.64	\$3.99		\$405.63
+ -								<b>Total</b>	<b>\$23,567.37</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.

<u>Position</u>	<u>Dates</u>	<u>Purpose</u>	<u>Location</u>	<u>Amount</u>
President	Oct, 2023	Meal Expense - External	Calgary	\$61.58
President	Nov, 2023	Meal Expense - External	Calgary	\$137.66
President	Nov, 2023	Parking Expense - External	Calgary	\$17.00
President	Dec, 2023	Parking Expense - External	Calgary	\$2.00
			<b>Total</b>	<b>\$218.24</b>