

SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY

EXPENSE REPORTING FOR THE PERIOD

April 1, 2025 - June 30, 2025



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	Other Transportation	Accommodation	Meals	Other	Total
President and CEO	Apr, 2025	LHT Site Visit	Hamburg, Germany		\$196.12	\$1,380.28	\$811.79		\$2,388.19
President and CEO	Apr, 2025	Masse Conference	Hannover, Germany		\$11.71	\$1,052.94	\$730.16		\$1,794.81
President and CEO	Apr, 2025	GEN Co	Novena, Singapore		\$43.13	\$3,277.59			\$3,320.72
President and CEO	Apr, 2025	CiCan Leaders Summit	Ottawa, ON		\$185.40	\$855.57			\$1,040.97
President and CEO	Apr, 2025	Polytechnics Showcase	Winnipeg, MB	\$855.66					\$855.66
President and CEO	Apr, 2025	BCIE	Whistler, BC			\$2,215.93			\$2,215.93
President and CEO	May, 2025	CBIE Conference	Quebec City, QC					\$1,345.00	\$1,345.00
President and CEO	May, 2025	Polytechnics Showcase	Winnipeg, MB		\$92.90	\$332.45	\$40.69		\$466.04
President and CEO	May, 2025	APSN and ABIE Meeting	Red Deer, AB				\$10.02		\$10.02
President and CEO	Jun, 2025	BCIE	Whistler, BC		\$101.30	\$271.44	\$180.77		\$553.51
President and CEO	Jun, 2025	Polytechnic Presidents Meeting	Edmonton, AB			\$242.65	\$87.49		\$330.14
								Total	\$14,320.99

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 and CEO	Apr, 2025	Meal Expense - External Meeting	Calgary, AB	\$74.87
President and CEO	Jun, 2025	Parking Expense - External Meeting	Calgary, AB	\$13.00
Total				\$87.87