

SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY

EXPENSE REPORTING FOR THE PERIOD

Oct 1, 2025 - Dec 31, 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	Oct, 2025	RUN-EU Conference	Porto, Portugal		\$181.41	\$962.85	\$184.34		\$1,328.60
President and CEO	Oct, 2025	TUS European University network	Porto, Portugal				\$180.14		\$180.14
President and CEO	Oct, 2025	Polytechnics Canada National Strategy Conference	Ottawa, ON	\$1,336.18	\$53.61		\$58.11		\$1,447.90
President and CEO	Nov, 2025	CBIE Conference	Quebec, QC		\$48.88	\$2,408.58	\$286.56		\$2,744.02
President and CEO	Nov, 2025	Polytechnics Canada National Strategy Conference	Ottawa, ON		\$44.85	\$2,483.38	\$64.94		\$2,593.17
President and CEO	Nov, 2025	Polytechnics President's Meeting	Lethbridge, AB			\$176.78			\$176.78
								Total	\$8,470.61

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	Nov, 2025	Parking - External Meeting	Calgary, AB	\$25.00
President and CEO	Nov, 2025	Registration	Calgary, AB	\$2,091.60
President and CEO	Dec, 2025	Meal Expense - External Meeting	Calgary, AB	\$11.48
President and CEO	Dec, 2025	Parking - External Meeting	Calgary, AB	\$34.65
Total				\$2,162.73