

SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY

EXPENSE REPORTING FOR THE PERIOD

Apr 01, 2026 - Jun 30, 2026



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 and parking fees.

<u>Position</u>	<u>Dates</u>	<u>Purpose</u>	<u>Destination</u>	<u>Airfare</u>	<u>Other Transportation</u>	<u>Accommodation</u>	<u>Meals</u>	<u>Other</u>	<u>Total</u>
President and CEO	Apr, 2026	CICAN Conference (Apr 2026)	Ottawa, ON		\$93.17	\$931.88	\$123.46	\$100.80	\$1,249.31
President and CEO	Apr, 2026	Site visits to ATU (Atlantic Technological University)	Ireland	\$3,287.12	\$85.14	\$3,106.23	\$171.15		\$6,649.64
President and CEO	Apr, 2026	Site visits to Vereniging Hogescholen; Delft Universit	Netherlands		\$228.81	\$3,011.26	\$197.36		\$3,437.43
President and CEO	Apr, 2026	Business Meeting of Polytechnic Institutes and the Dutch system	Netherlands				\$102.32		\$102.32
President and CEO	Apr, 2026	Polytechnic Showcase (May 2026)	Toronto, ON	\$770.13					\$770.13
President and CEO	May, 2026	Polytechnic Showcase (May 2026)	Toronto, ON	\$1,206.23	\$89.70	\$968.74	\$28.43	\$100.80	\$2,393.90
President and CEO	May, 2026	EAIE Conference (Sep 2026)	Scotland					\$1,878.25	\$1,878.25
President and CEO	Jun, 2026	EAIE Conference (Sep 2026)	Scotland			\$402.78		\$128.91	\$531.69
President and CEO	Jun, 2026	BCCIE Conference (Jun 2026)	Kelowna, BC			\$1,712.48	\$187.13		\$1,899.61
President and CEO	Jun, 2026	Meetings with GOA and the Minister of AE	Edmonton, AB			\$649.43	\$64.48		\$713.91
								Total	\$19,626.19

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>
President and CEO	Jun, 2026	Meal Expense - External Meeting	Calgary, AB	\$59.17
Total				\$59.17