

SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY

EXPENSE REPORTING FOR THE PERIOD

Jan 01, 2026 - Mar 31, 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	Jan, 2026	CICAN Conference	Ottawa, ON					\$1,295.00	\$1,295.00
President and CEO	Jan, 2026	Business meetings Vancouver	Vancouver, BC	\$492.36					\$492.36
President and CEO	Jan, 2026	Canada Polytechnic Showcase	Toronto, ON					\$676.87	\$676.87
President and CEO	Feb, 2026	Business meetings Vancouver	Vancouver, BC		\$53.00	\$2,247.68	\$213.74	\$165.90	\$2,680.32
President and CEO	Feb, 2026	BCCIE BC International Education week	Vancouver, BC					\$971.25	\$971.25
President and CEO	Feb, 2026	Site visits NL: Polytechnical Institutes	Netherlands	\$5,167.32	\$46.96				\$5,214.28
President and CEO	Mar, 2026	EAIE Conference	Scotland			\$1,381.19			\$1,381.19
President and CEO	Mar, 2026	Site visits to ATU, NCI (including MOU signing); SETU and TUS	Ireland		\$58.07				\$58.07
President and CEO	Mar, 2026	Site visits NL: Polytechnical Institutes	Netherlands	\$1,008.84	\$45.84				\$1,054.68
President and CEO	Mar, 2026	Site visits Ireland: Polytechnical Institutes	Ireland	\$1,232.60	\$107.40				\$1,340.00
+ -									
								Total	\$15,164.02

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	Feb, 2026	Meal Expense - External Meeting	Calgary, AB	\$135.45
President and CEO	Feb, 2026	Parking Expense - External Meeting	Calgary, AB	\$26.00
President and CEO	Mar, 2026	Meal Expense - External Meeting	Calgary, AB	\$411.76
			Total	\$573.21