

**SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY**  
**EXPENSE REPORTING FOR THE PERIOD**  
**April 1, 2020 - June 30, 2020**



**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>Transportation</u>	<u>Accommodation</u>	<u>Meals</u>	<u>Other</u>	<u>Total</u>
Vice President Academic	Jun, 2020	NAIT Collegiate Meeting	Edmonton				\$26.29		\$26.29
Vice President Academic	Jun, 2020	Pauw Foundation Meeting	Banff		\$10.00				\$10.00
+								<b>Total</b>	<b>\$36.29</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>
Vice President Academic		No Hosting and Work Expenses to report		-
+			<b>Total</b>	