SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY

EXPENSE REPORTING FOR THE PERIOD

April 1, 2021 - June 30, 2021

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
Vice President Academic		No Travel/Business Expenses to Report							
								Total	

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
Vice President Academic		No Hosting/Work Expenses to Report		
			Total	