

SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY

EXPENSE REPORTING FOR THE PERIOD

Jan 1, 2023 - Mar 07, 2023



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
		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	Feb, 2023	Dinner meeting re: Ministry of Skilled Trades and Professions	Calgary	\$163.55
Vice President Academic	Mar, 2023	Catering - Deans' Council meeting on SAIT Main Campus	Calgary	\$2,767.18
Vice President Academic	Mar, 2023	Info Session: Alberta at Work – Targeted Enrolment Expansion	Calgary	\$270.00
Total				\$3,200.73