

SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY
EXPENSE REPORTING FOR THE PERIOD
July 01, 2023 - September 30, 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.

<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	Sep, 2023	FBS Annual Conference	Montreal	\$695.70				\$775.00	\$1,470.70
Vice President Academic	Sep, 2023	SAIT/NAIT - System Evolution and Collaboration	Edmonton			\$240.86			\$240.86
+								Total	\$1,711.56

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	Sep, 2023	Transportation Expense - External Meeting	Calgary	\$19.80
+			Total	\$19.80