

SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY

EXPENSE REPORTING FOR THE PERIOD

Jan 01, 2025 - Mar 31st, 2025



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	Jan, 2025	EAB Roundtable Provosts	Washington, D.C.	\$845.82					\$845.82
Vice President Academic	Mar, 2025	VINEart Gala and Auction	Banff, AB			\$451.93		\$22.00	\$473.93
Vice President Academic	Mar, 2025	EAB Roundtable Provosts	Washington, D.C.		\$89.58	\$1,049.16		\$20.70	\$1,159.44
								Total	\$2,479.19

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
		No Hosting/Work Expenses to report		
Total				