

SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY

EXPENSE REPORTING FOR THE PERIOD

Oct 01, 2025 - Dec 31, 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	Oct, 2025	Polytechnics Canada VPA Meeting	Ottawa, ON	\$739.29					\$739.29
Vice President Academic	Nov, 2025	Polytechnics Canada VPA Meeting	Ottawa, ON	\$350.54	\$143.37	\$294.25	\$38.75	\$23.09	\$850.00
Vice President Academic	Nov, 2025	The Digital Education Council Global Summit	Hong Kong	\$1,265.00	\$278.81	\$1,631.68		\$63.04	\$3,238.53
Vice President Academic	Nov, 2025	ABAMI Hub Steering Committee	Edmonton, AB	\$953.32	\$241.36				\$1,194.68
Vice President Academic	Dec, 2025	ABAMI Hub Steering Committee	Edmonton, AB		\$51.45	\$533.01			\$584.46
+ -								Total	\$6,606.96

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	Oct, 2025	Parking - External Meeting	Calgary, AB	\$40.95
Vice President Academic	Nov, 2025	Meal Expense - External Meeting	Calgary, AB	\$85.94
Vice President Academic	Nov, 2025	Parking - External Meeting	Calgary, AB	\$7.35
Total				\$134.24