

SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY

EXPENSE REPORTING FOR THE PERIOD

Jan 01, 2026 - Mar 31, 2026



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 and parking fees.

<u>Position</u>	<u>Dates</u>	<u>Purpose</u>	<u>Destination</u>	<u>Airfare</u>	<u>Other Transportation</u>	<u>Accommodation</u>	<u>Meals</u>	<u>Other</u>	<u>Total</u>
Vice President Academic	Jan, 2026	2026 Roundtable for Provosts	USA	\$700.71					\$700.71
Vice President Academic	Mar, 2026	2026 Roundtable for Provosts	USA	\$949.22	\$353.06	\$612.50	\$83.97	\$5.25	\$2,004.00
Vice President Academic	Mar, 2026	VINEart Gala & Auction	Banff, AB			\$361.34		\$24.50	\$385.84
Vice President Academic	Mar, 2026	WorldSkills Shanghai 2026	China	\$8,981.26					\$8,981.26
Vice President Academic	Mar, 2026	AI-cademy Canada Summit for Post-Secondary Education	Vancouver, BC					\$1,255.60	\$1,255.60
+ -								Total	\$13,327.41

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>
		No Hosting/Work expenses to report		
			Total	_____