

**SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY**  
**EXPENSE REPORTING FOR THE PERIOD**  
**January 1, 2020 - March 31, 2020**



**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 and foreign visa 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>
VP Corporate Development	Feb, 2020	Colleges and Institutes Canada Continuing Education Conference	Toronto	\$739.00	\$219.15	\$511.96	\$40.64	\$550.00	\$2,060.75
VP Corporate Development	Feb, 2020	SAIT/NAIT Meeting	Edmonton		\$69.13	\$167.28	\$41.66		\$278.07
VP Corporate Development	Mar, 2020	SAIT/NAIT Meeting	Edmonton		\$123.21	\$272.12	\$47.09		\$442.42
+								<b>Total</b>	<b>\$2,781.24</b>

**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>
VP Corporate Development	Jan, 2020	Meal Expense - External Meeting	Calgary	\$41.41
VP Corporate Development	Jan, 2020	Parking - External Meeting	Calgary	\$11.50
VP Corporate Development	Feb, 2020	Meal Expense - External Meeting	Calgary	\$116.84
VP Corporate Development	Feb, 2020	Parking - External Meeting	Calgary	\$3.15
+			<b>Total</b>	<b>\$172.90</b>