

SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY
EXPENSE REPORTING FOR THE PERIOD
July 1, 2022 - Sept 30, 2022



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.

Position	Dates	Purpose	Destination	Airfare	Transportation	Accommodation	Meals	Other	Total
VP Corporate Development	Jul, 2022	EAIE Conference	Spain	\$8,404.45		\$1,934.24		\$1,376.81	\$11,715.50
VP Corporate Development	Jul, 2022	BCCIE Conference Whistler	Whistler		\$88.05		\$38.96		\$127.01
VP corporate Development	Jul, 2022	'The Pie' Conference	Toronto					\$632.78	\$632.78
VP corporate Development	Aug, 2022	CBIE annual conference	Ottawa ,ON	\$69.30					\$69.30
VP corporate Development	Aug, 2022	'The Pie' Conference	Toronto	\$573.86		\$556.30			\$1,130.16
VP corporate Development	Sep, 2022	EAIE Conference	Spain		\$252.31	\$2,283.44	\$328.70		\$2,864.45
VP corporate Development	Sep, 2022	Meeting with Swiss Govt	Switzerland				\$20.32		\$20.32
VP corporate Development	Sep, 2022	Meeting with Swiss Govt	Switzerland				\$421.12		\$421.12
VP corporate Development	Sep, 2022	Meeting with Swiss Govt	Switzerland	\$34.65	\$165.15	\$2,059.95	\$337.13		\$2,596.88
								Total	\$19,577.52

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
VP corporate Development		No Hosting and Working Session expenses		-
			Total	