

# SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY

## EXPENSE REPORTING FOR THE PERIOD

April 1, 2023 - June 30, 2023



### 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	Other			Meals	Other	Total
					Transportation	Accommodation				
VP Corporate Development	Apr, 2023	CICan Conference	Montreal		\$126.77	\$1,280.44	\$406.17		\$1,813.38	
VP Corporate Development	Apr, 2023	IDP/Guard Me Dinner	Toronto		\$27.43				\$27.43	
VP Corporate Development	May, 2023	CICan Conference	Montreal		\$55.09	\$813.96	\$20.16		\$889.21	
VP Corporate Development	May, 2023	Paris Airshow	Paris	\$7,860.97		\$2,447.00		\$309.04	\$10,617.01	
VP Corporate Development	May, 2023	CAEI Conference	Las Vegas	\$630.41				\$790.15	\$1,420.56	
VP Corporate Development	Jun, 2023	CBIE Conference	Vancouver	\$500.06				\$1,245.00	\$1,745.06	
VP Corporate Development	Jun, 2023	Paris Airshow	Paris		\$344.71		\$294.76	\$148.10	\$787.57	
VP Corporate Development	Jun, 2023	Off-Site Talent Strategy Discussion	Canmore		\$15.75				\$15.75	
VP Corporate Development	Jun, 2023	EAIE Membership & EAIE Conference	Rotterdam					\$1,500.40	\$1,500.40	
<b>Total</b>									<b>\$18,816.37</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.

Position	Dates	Purpose	Location	Amount
VP Corporate Development	May, 2023	Meal Expense - External Meeting	Calgary	\$37.48
VP Corporate Development	May, 2023	Parking - External Meeting	Calgary	\$32.09
<b>Total</b>				<b>\$69.57</b>