

# SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY

## EXPENSE REPORTING FOR THE PERIOD

Jan 1, 2023 - Mar 31, 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	Transportation	Accommodation	Meals	Other	Total
VP Corporate Development	Jan, 2023	WFCP and C/Can conference	Montreal	\$654.75				\$1,390.00	\$2,044.75
VP corporate Development	Jan, 2023	Apply Board Conference Apr 26 and 27	Ottawa	\$319.89					\$319.89
VP corporate Development	Jan, 2023	Flight cancellation for Abu Dhabi trip February 2023	Abu Dhabi	(\$8,824.92)					(\$8,824.92)
VP corporate Development	Feb, 2023	C/Can Conference	Montreal			\$320.11			\$320.11
VP corporate Development	Feb, 2023	Apply Board Conference Apr 26 and 27	Ottawa		\$124.17			\$400.00	\$524.17
VP Corporate Development	Feb, 2023	Apply Board Conference Apr 26 and 27	Montreal					(\$400.00)	(\$400.00)
VP Corporate Development	Mar, 2023	APAEE Conference	Bangkok		\$326.85	\$1,807.37	\$539.61		\$2,673.83
VP Corporate Development	Mar, 2023	WFCP and C/Can conference	Montreal	\$38.84					\$38.84
VP Corporate Development	Mar, 2023	Apply Board Conference Apr 26 and 27	Montreal		(\$93.13)				(\$93.13)
VP Corporate Development	Mar, 2023	APAEE Conference	Bangkok	\$26.25					\$26.25
+								<b>Total</b>	<b>(\$3,370.21)</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	Jan, 2023	Parking - External Meeting	Calgary	\$22.00
+			<b>Total</b>	<b>\$22.00</b>