

**SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY**  
**EXPENSE REPORTING FOR THE PERIOD**  
**July 1, 2023 - Sept 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.

<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>
VP Corporate Development	Jul, 2023	CBIE Conference	Vancouver					(\$1,245.00)	(\$1,245.00)
VP Corporate Development	Jul, 2023	EAI E Conference	Rotterdam	\$10,360.90	\$147.96	\$1,467.70			\$11,976.56
VP Corporate Development	Jul, 2023	EAI E Conference	Amsterdam	\$44.23					\$44.23
VP Corporate Development	Aug, 2023	CBIE Conference	Vancouver	\$32.00				\$200.00	\$232.00
VP Corporate Development	Sep, 2023	EAI E Conference	Rotterdam	\$547.19	\$149.51		\$304.12		\$1,000.82
VP Corporate Development	Sep, 2023	Apply Board Meeting	Toronto	\$3,352.56					\$3,352.56
VP Corporate Development	Sep, 2023	Academic and Business Partnership Meetings	Zurich	\$983.01					\$983.01
<b>+</b>								<b>Total</b>	<b>\$16,344.18</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	Sep, 23	Parking Expense - External	Calgary	\$27.70
<b>+</b>			<b>Total</b>	<b>\$27.70</b>