

SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY

EXPENSE REPORTING FOR THE PERIOD

Oct 1, 2023 - Dec 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	Other		Meals	Other	Total
					Transportation	Accommodation			
VP Corporate Development	Oct, 2023	CBIE Conference	Vancouver	\$287.83					\$287.83
VP Corporate Development	Oct, 2023	EAIIE Conference	Rotterdam				\$11.55		\$11.55
VP Corporate Development	Oct, 2023	CAEI Conference	Las Vegas			\$183.77			\$183.77
VP Corporate Development	Oct, 2023	CBIE, ApplyBoard, CiCan and PolyTechnics Canada	Ottawa		\$101.33	\$642.84	\$187.21		\$931.38
VP Corporate Development	Oct, 2023	Anavia Business Meetings	Switzerland	\$1,475.50	\$54.63	\$720.47	\$253.25		\$2,503.85
VP Corporate Development	Nov, 2023	CBIE Conference	Vancouver	\$269.85	\$171.22		\$1,065.22		\$1,506.29
VP Corporate Development	Nov, 2023	CAEI Conference	Las Vegas		\$149.26	\$772.91	\$473.48		\$1,395.65
VP Corporate Development	Nov, 2023	CBIE, ApplyBoard, CiCan and PolyTechnics Canada	Ottawa		\$94.50				\$94.50
VP Corporate Development	Nov, 2023	PIE conference	London	\$5,995.00					\$5,995.00
VP Corporate Development	Nov, 2023	UAE for Sharjah Academy of Tourism and Hospitality initiative	Dubai	\$660.00					\$660.00
VP Corporate Development	Nov, 2023	ApplyBoard	Ottawa		\$197.28	\$994.17			\$1,191.45
VP Corporate Development	Dec, 2023	CBIE Conference`	Vancouver			\$1,008.84	\$18.27		\$1,027.11
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								Total	\$15,788.38

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	Oct, 2023	Parking Expense - External	Calgary	\$23.00
VP Corporate Development	Nov, 2023	Meal Expense - External	Calgary	\$100.36
VP Corporate Development	Nov, 2023	Parking Expense - External	Calgary	\$23.00
			Total	\$146.36