SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY

EXPENSE REPORTING FOR THE PERIOD

July 01, 2025 - Sept 30, 2025

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 Transportation	Accommodation	Meals	Other	Total
VP Corporate Development	Aug, 2025	PIE North America Conference	Chicago, US	$1,650.57					$1,650.57
VP Corporate Development	Aug, 2025	PIE Europe Meetings	Ireland	($5,491.15)					($5,491.15)
VP Corporate Development	Sep, 2025	EAIE Conference	Sweden	$500.00	$275.71		$332.77		$1,108.48
VP Corporate Development	Sep, 2025	Nordic Ambassador's mtg	Edmonton, AB			$157.57	$61.67		$219.24
VP Corporate Development	Sep, 2025	UofA Edmonton Mtg	Edmonton, AB		$14.00				$14.00
VP Corporate Development	Sep, 2025	Norquest College Edmonton mtg	Edmonton, AB		$10.00				$10.00
								Total	**($2,488.86)**

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	Aug, 2025	Meal Expense	Calgary, AB	$763.24
VP Corporate Development	Aug, 2025	Parking	Calgary, AB	$12.60
VP Corporate Development	Sep, 2025	Parking	Calgary, AB	$37.50
			Total	**$813.34**