

SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY

EXPENSE REPORTING FOR THE PERIOD

Jan 01, 2026 - Mar 31, 2026



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	Jan, 2026	Unica Conference (Feb 2026)	Brussels		\$86.40				\$86.40
VP Corporate Development	Jan, 2026	CICAN Conference (Apr 2026)	Ottawa, ON	\$1,587.72				\$1,295.00	\$2,882.72
VP Corporate Development	Jan, 2026	Canada Polytechnic Showcase (May 2026)	Toronto, ON	\$512.22				\$676.87	\$1,189.09
VP Corporate Development	Jan, 2026	Eurashe Conference (Jun 2026)	Netherlands	\$8,560.71					\$8,560.71
VP Corporate Development	Feb, 2026	Unica Conference (Feb 2026)	Brussels		\$861.05		\$375.88		\$1,236.93
VP Corporate Development	Feb, 2026	Eurashe Conference (Jun 2026)	Netherlands			\$697.53			\$697.53
VP Corporate Development	Mar, 2026	Unica Conference (Feb 2026)	Brussels		\$146.83	\$1,421.40	\$195.34		\$1,763.57
VP Corporate Development	Mar, 2026	PIE Conference (Mar 2026)	England		\$338.10		\$248.58	\$31.57	\$618.25
VP Corporate Development	Mar, 2026	University of Alberta Meeting (Mar 2026)	Edmonton, AB			\$185.45	\$40.74	\$17.00	\$243.19
VP Corporate Development	Mar, 2026	CICAN Conference (Apr 2026)	Ottawa, ON					(\$570.00)	(\$570.00)
VP Corporate Development	Mar, 2026	EAIE Conference Glasgow and ABIE event (Sep 2026)	Scotland and Ireland	\$10,949.40					\$10,949.40
+ -								Total	\$27,657.79

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	Jan, 2026	Transportation - External Meeting	Calgary, AB	\$17.75
VP Corporate Development	Jan, 2026	Meal Expense - External Meeting	Calgary, AB	\$137.66
VP Corporate Development	Feb, 2026	Parking - External Meeting	Calgary, AB	\$18.00
			Total	\$173.41