

SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY

EXPENSE REPORTING FOR THE PERIOD

Apr 01, 2026 - Jun 30, 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, parking fees and service charges.

<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	Apr, 2026	Parking - External Meeting	Calgary, AB					\$25.00	\$25.00
VP Corporate Development	Apr, 2026	CICAN Conference (Apr 2026)	Ottawa, ON	\$286.65	\$97.77	\$1,218.15	\$181.82		\$1,784.39
VP Corporate Development	Apr, 2026	ABIE Strategy Session (Apr 2026)	Edmonton, AB				\$81.98		\$81.98
VP Corporate Development	May, 2026	Polytechnic Showcase (May 2026)	Toronto, ON		\$134.19	\$788.16	\$158.75		\$1,081.10
VP Corporate Development	May, 2026	WTUN Congress (Nov 2026)	Austria	\$6,347.22					\$6,347.22
VP Corporate Development	May, 2026	EAIE Conference (Sep 2026)	Scotland					\$1,883.03	\$1,883.03
VP Corporate Development	May, 2026	CBIE Conference (Nov 2026)	Ottawa, ON					\$350.00	\$350.00
VP Corporate Development	Jun, 2026	Eurashe Conference (Jun 2026)	Netherlands		\$142.87	(\$30.16)	\$287.92		\$400.63
VP Corporate Development	Jun, 2026	ABIE Strategy Session (Apr 2026)	Edmonton, AB			\$364.84			\$364.84
VP Corporate Development	Jun, 2026	WTUN Congress (Nov 2026)	Austria					\$29.93	\$29.93
VP Corporate Development	Jun, 2026	EAIE Conference (Sep 2026)	Scotland					\$178.87	\$178.87
VP Corporate Development	Jun, 2026	CBIE Conference (Nov 2026)	Ottawa, ON	\$957.74					\$957.74
+ -								Total	\$13,484.73

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	Jun, 2026	Calgary Consular Services event participation (Jun 2026)	Calgary, AB	\$250.00
Total				\$250.00