SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY

EXPENSE REPORTING FOR THE PERIOD

Jul 01, 2026 - Sep 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 and parking fees.

Position	Date	Purpose	Destination	Accommodation	Airfare	Meal	Other Transportation	Grand Total
VP Corporate Development	Aug, 2026	ABIE Mission, Ireland (Sept 2026)	Ireland	$1,829.39				$1,829.39
VP Corporate Development	Sep, 2026	ABIE Mission, Ireland (Sept 2026)	Ireland	$1,009.91		$568.76	$1,140.41	$2,719.08
VP Corporate Development	Sep, 2026	CBIE Conference, Ottawa, ON, CA (Nov 2026)	Ottawa, ON		($86.81)			($86.81)
VP Corporate Development	Sep, 2026	EAIE Conference, Scotland (Sept 2026)	Scotland	$2,510.86		$152.28	$278.21	$2,941.35
							Total	**$7,403.01**

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		No Hosting/Work Expenses to report		
			Total	