

**SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY**  
**EXPENSE REPORTING FOR THE PERIOD**  
**Oct 1, 2022 - Dec 31, 2022**



**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>Transportation</u>	<u>Accommodation</u>	<u>Meals</u>	<u>Other</u>	<u>Total</u>
VP Corporate Development	Oct, 2022	PIE Conference	Toronto	\$58.76	\$249.05		\$143.71		\$451.52
VP corporate Development	Nov, 2022	CBIE Conference	Toronto		\$265.45	\$1,018.92	\$72.04		\$1,356.41
VP corporate Development	Nov, 2022	Apaiie Conference	Bangkok					(\$1,037.26)	(\$1,037.26)
VP corporate Development	Dec, 2022	Apaiie Conference	Bangkok	\$8,267.33					\$8,267.33
VP corporate Development	Dec, 2022	Education Partnerships Forum	Abu Dhabi	\$9,698.82					\$9,698.82
+								<b>Total</b>	<b>\$18,736.82</b>

**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	Oct, 2022	Parking - External Meeting	Calgary	\$33.60
VP corporate Development	Nov, 2022	Meal Expense - External Meeting	Calgary	\$55.00
VP corporate Development	Dec, 2022	Meal Expense - Internal Meeting	Calgary	\$327.53
+			<b>Total</b>	<b>\$416.13</b>