

# SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY

## EXPENSE REPORTING FOR THE PERIOD

Oct 01, 2025 - Dec 31, 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.

<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	Nov, 2025	CBIE Conference	Quebec, ON		\$154.49	\$994.88	\$658.54		\$1,807.91
VP Corporate Development	Dec, 2025	HESA National Defence Research Roundtable	Ottawa, ON	\$1,845.46		\$169.20	\$434.26	\$136.66	\$568.75
VP Corporate Development	Dec, 2025	Unica Conference	Brussels	\$10,165.09					\$10,165.09
VP Corporate Development	Dec, 2025	PIE Europe	London, UK	\$5,743.47			\$1,047.22		\$1,010.00
<b>Total</b>									<b>\$22,928.02</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, 2025	Parking - External Meeting	Calgary, AB	\$41.45
VP Corporate Development	Dec, 2025	Meal Expense - External Meeting	Calgary, AB	\$189.58
VP Corporate Development	Dec, 2025	Parking - External Meeting	Calgary, AB	\$21.00
<b>Total</b>				<b>\$252.03</b>