

**SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY**  
**EXPENSE REPORTING FOR THE PERIOD**  
**Jan 1, 2023 - Mar 31, 2023**



**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 event registration fee.

<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 External Relations	Jan, 2023	Attended meeting for David Ross in Edmonton	Edmonton			\$349.83			\$349.83
+								Total	\$349.83

**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 External Relations	Jan, 2023	Parking - External Meeting	Calgary	\$23.60
VP External Relations	Feb, 2023	Coffee meeting with Kathy Knight	Calgary	\$13.20
VP External Relations	Feb, 2023	Parking for Chamber of Commerce event	Calgary	\$61.40
VP External Relations	Feb, 2023	Parking for Coffee meeting with Kathy Knight	Calgary	\$10.00
+			<b>Total</b>	<b>\$108.20</b>