

SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY

EXPENSE REPORTING FOR THE PERIOD

Oct 1, 2024 - Dec 31, 2024



1) Travel and Business Related Expenses

This includes all reimbursable expense 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.

<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 External Relations	Oct, 2024	Parking - External Meeting	Calgary, AB		\$18.00				\$18.00
VP External Relations	Nov, 2024	Parking for downtown event- JASA Business awards	Calgary, AB		\$25.00				\$25.00
VP External Relations	Nov, 2024	Victoria Convocation	Victoria, BC		\$84.00				\$84.00
VP External Relations	Nov, 2024	Victoria Convocation	Victoria, BC		\$408.47	\$748.22			\$1,156.69
VP External Relations	Nov, 2024	Moose Banff Conference/ Pauw Foundation	Banff, AB		\$22.00	\$105.63	\$8.66		\$136.29
								Total	\$1,419.98

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>Date</u>	<u>Purpose</u>	<u>Location</u>	<u>Amount</u>
VP External Relations	Nov, 2024	Meal Expense - External Meeting	Calgary, AB	\$53.28
			Total	\$53.28