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	Total
VP External Relations	Aug, 2026	Polytechnics Canada Strategy Group Meetings	Ottawa, ON		$691.37			$691.37
VP External Relations	Sep, 2026	Parking - External meeting	Calgary, AB				$18.00	$18.00
VP External Relations	Sep, 2026	Polytechnics Canada Strategy Group Meetings	Ottawa, ON	$1,361.91		$73.13	$201.23	$1,636.27
							Total	**$2,345.64**

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 External Relations		No Hosting/Work Expenses to report		
			Total	