

SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY

EXPENSE REPORTING FOR THE PERIOD

Oct 01, 2024 - Dec 31, 2024



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, foreign visa fees and other travel expenses.

<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 People and Culture	Oct, 2024	KPMG - National advanced education symposium	Toronto, ON	\$1,237.17	\$286.34	\$1,445.00			\$2,968.51
VP People and Culture	Nov, 2024	HR Conference - Sydney, AUS	Sydney, AUS			\$359.01			\$359.01
VP People and Culture	Dec, 2024	HR Conference - Sydney, AUS	Sydney, AUS		\$321.62				\$321.62
+ -									
								Total	\$3,649.14

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>
		No Hosting/Work Expenses to report		
			Total	_____
