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	Total
Vice President People and Culture	Jul, 2026	Gartner Conference	United Kingdom		$2,586.38	$2,586.38
Vice President People and Culture	Sep, 2026	Gartner Conference	United Kingdom	$2,227.14		$2,227.14
					Total	$4,813.52

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	Meal	Amount
Vice President People and Culture	Jul, 2026	Bright Wire Consultant Lunch	Calgary, AB	$54.14	$54.14
				Total	$54.14