

# SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY

## EXPENSE REPORTING FOR THE PERIOD

January 1, 2016 to March 31, 2016



### 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 registration fees.

<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>
CFO and Senior Vice President	Jan, 2016	Western Business Outlook	Calgary					\$295.00	\$295.00
CFO and Senior Vice President	Mar, 2016	Council of President	Edmonton		\$101.80				\$101.80
CFO and Senior Vice President	Mar, 2016	ICAA Seminar	Calgary				\$22.94		\$22.94
CFO and Senior Vice President	Apr, 2016	Ellucian Executive Forum	Denver	\$685.58					\$685.58
+ -									
								<b>Total</b>	<b>\$1,105.32</b>

### 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>
CFO and Senior Vice President	Jan, 2016	Meals - External Meeting - 3 people	Calgary	\$35.00
CFO and Senior Vice President	Feb, 2016	Meals - External Meeting - 2 people	Calgary	\$93.45
CFO and Senior Vice President	Mar, 2016	Meals - External Meeting - 1 person	Calgary	\$6.70
CFO and Senior Vice President	Mar, 2016	Meals - External Meeting - 2 people	Calgary	\$74.12
			<b>Total</b>	<b>\$209.27</b>