

# SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY

## EXPENSE REPORTING FOR THE PERIOD

July 1, 2020 - September 30, 2020



### 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.

Position	Dates	Purpose	Destination	Airfare	<u>Other</u> Transportation	Accommodation	Meals	Other	Total
CFO and VP Corporate Services	Aug, 2020	The ONE Virtual Conference 2020	Calgary					\$1,048.95	\$1,048.95
+ -								<b>Total</b>	<b>\$1,048.95</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.

Position	Dates	Purpose	Location	Amount
CFO and VP Corporate Services	Jul, 2020	Meal Expense - External Meeting	Lethbridge	\$62.49
CFO and VP Corporate Services	Aug, 2020	Meal Expense - External Meeting	Calgary	\$175.66
CFO and VP Corporate Services	Sep, 2020	Meal Expense - External Meeting	Calgary	\$183.40
+ -			<b>Total</b>	<b>\$421.55</b>