

SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY
EXPENSE REPORTING FOR THE PERIOD
October 1, 2018 - December 31, 2018



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

<u>Position</u>	<u>Dates</u>	<u>Purpose</u>	<u>Destination</u>	<u>Airfare</u>	<u>Transportation</u>	<u>Accommodation</u>	<u>Meals</u>	<u>Other</u>	<u>Total</u>
CFO and VP Corporate Services	Oct, 2018	Gartner IT Symposium/Xpo	Orlando, FL	\$1,493.10	\$299.42	\$2,117.09	\$309.32		\$4,218.93
CFO and VP Corporate Services	Oct, 2018	Alberta Association in Higher Education for Information Technology Board of Directors Meeting	Red Deer			\$182.19			\$182.19
CFO and VP Corporate Services	Oct, 2018	European Data Protection Regulation - 2018 Implementation webinar	Calgary					\$517.94	\$517.94
CFO and VP Corporate Services	Nov, 2018	Canadian Bureau for International Education Conference & CEO Interviews	Ottawa	\$1,493.10	\$219.27	\$2,165.86	\$292.23		\$4,170.46
CFO and VP Corporate Services	Nov, 2018	Cyber Summit 2018: Mind the Gap	Kananaskis			\$787.14	\$61.53		\$848.67
CFO and VP Corporate Services	Nov, 2018	Canadian Women's Soccer Championship	Vancouver		\$150.63				\$150.63
CFO and VP Corporate Services	Nov, 2018	Interview candidates	Vancouver	\$756.00	\$83.75	\$339.58	\$219.76		\$1,399.09
			Total						\$11,487.91

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 VP Corporate Services	Oct, 2018	Meal Expense - External Meeting - 2 people	Calgary	\$96.03
CFO and VP Corporate Services	Oct, 2018	Parking - External Meeting - 2 meetings	Calgary	\$5.98
CFO and VP Corporate Services	Nov, 2018	Meal Expense - External Meeting - 2 people - 3 meetings	Calgary	\$294.67
CFO and VP Corporate Services	Dec, 2018	Parking - External Meeting - 2 meetings	Calgary	\$42.30
CFO and VP Corporate Services	Dec, 2018	Meal Expense - External Meeting - 2 people - 4 meetings	Calgary	\$147.98
CFO and VP Corporate Services	Dec, 2018	Parking - Candidate Interview	Calgary	\$57.70
CFO and VP Corporate Services	Dec, 2018	Meal Expense - Internal Leadership - 4 meetings - 9 people	Calgary	\$852.52
CFO and VP Corporate Services	Dec, 2018	Meal Expense - Internal Leadership - 7 people	Calgary	\$508.62
CFO and VP Corporate Services	Dec, 2018	Meal Expense - Internal Leadership - 6 people	Calgary	\$134.13
			Total	\$2,139.93