

**SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY**  
**EXPENSE REPORTING FOR THE PERIOD**  
**July 1, 2018 - September 30, 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 conference registration fees.

Position	Dates	Purpose	Destination	Airfare	Transportation	Accommodation	Meals	Other	Total
CFO and VP Corporate Services	Jul, 2018	Stampede Event with IBM	Calgary		\$6.50				\$6.50
CFO and VP Corporate Services	Aug, 2018	Compass Group Conference	Kananaskis			\$905.50	\$92.92		\$998.42
CFO and VP Corporate Services	Aug, 2018	Ellician Live 2018 Conference	San Diego, CA		\$35.86				\$35.86
CFO and VP Corporate Services	Sep, 2018	Alberta Government and Post Secondary Meetings	Edmonton			\$270.67	\$112.15		\$382.82
CFO and VP Corporate Services	Sep, 2018	Gartner IT Expo	Orlando, FL			\$2,192.18			\$2,192.18
CFO and VP Corporate Services	Sep, 2018	CICAN Conference	Burnaby		\$15.15		\$42.53		\$57.68
CFO and VP Corporate Services	Sep, 2018	Ellician Live 2018 Conference	San Diego, CA		\$15.15				\$15.15
CFO and VP Corporate Services	Sep, 2018	BCNET 2018 Conference	Vancouver		\$16.16				\$16.16
CFO and VP Corporate Services	Sep, 2018	AVED meetings	Edmonton		\$10.10				\$10.10
CFO and VP Corporate Services	Sep, 2018	AAHEIT Board of Directors Meeting	Edmonton		\$303.00				\$303.00
CFO and VP Corporate Services	Sep, 2018	Okanagan College Foundation Event	Kelowna		\$638.32				\$638.32
CFO and VP Corporate Services	Sep, 2018	CBIE Executive meeting	Ottawa		\$90.40			\$1,175.00	\$1,265.40
CFO and VP Corporate Services	Sep, 2018	Cyber Summit 2018: Mind the Gap - registration	Kananaskis					\$394.28	\$394.28
			<b>Total</b>						<b>\$6,315.87</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, 2018	Meal Expense - External Meeting - 3 people	Calgary	\$42.15
CFO and VP Corporate Services	Jul, 2018	Meal Expense - External Meeting - 2 people - 5 meetings	Calgary	\$214.65
CFO and VP Corporate Services	Jul, 2018	Parking - External Meeting - 2 meetings	Calgary	\$9.75
CFO and VP Corporate Services	Aug, 2018	Meal Expense - External Meeting - 2 people - 2 meetings	Calgary	\$34.16
CFO and VP Corporate Services	Aug, 2018	Meal Expense - External Meeting - 2 people	Edmonton	\$33.08
CFO and VP Corporate Services	Aug, 2018	Parking - External Meeting	Calgary	\$3.25
CFO and VP Corporate Services	Sep, 2018	Meal Expense - External Meeting - 3 people	Calgary	\$60.38
CFO and VP Corporate Services	Sep, 2018	Meal Expense - External Meeting - 3 people	Calgary	\$182.33
CFO and VP Corporate Services	Sep, 2018	Parking - External Meeting - 2 meetings	Calgary	\$4.66
			<b>Total</b>	<b>\$584.41</b>