

SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY

EXPENSE REPORTING FOR THE PERIOD

April 1, 2016 to June 30, 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</u>		<u>Meals</u>	<u>Other</u>	<u>Total</u>
					<u>Transportation</u>	<u>Accommodation</u>			
CFO and Senior Vice President	Mar, 2016	Council of Post-secondary Presidents of Alberta	Edmonton	\$773.40					\$773.40
CFO and Senior Vice President	Apr, 2016	Ellucian Executive Forum	Denver	\$609.25	\$125.91	\$1,175.81	\$113.57		\$2,024.54
CFO and Senior Vice President	Apr, 2016	SBO Meeting	Edmonton		\$30.45	\$228.13			\$258.58
CFO and Senior Vice President	May, 2016	CFO Club Meeting	Calgary		\$15.18				\$15.18
CFO and Senior Vice President	Jun, 2016	Pepsi Meeting	Toronto	\$2,155.00	\$96.65	\$212.55	\$47.55		\$2,511.75
CFO and Senior Vice President	Jun, 2016	UofC Meeting	Calgary		\$8.00				\$8.00
+ -								Total	\$5,591.45

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	Apr, 2016	Meals - External Meeting - 2 people	Calgary	\$23.88
CFO and Senior Vice President	Apr, 2016	Meals - External Meeting - 3 people	Denver	\$120.35
CFO and Senior Vice President	May, 2016	Meals - External Meeting - 2 people	Calgary	\$26.80
			Total	\$171.03