

# SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY

## EXPENSE REPORTING FOR THE PERIOD

July 1, 2016 - September 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 Transportation</u>	<u>Accommodation</u>	<u>Meals</u>	<u>Other</u>	<u>Total</u>
CFO and Senior Vice President	Nov, 2016	Calgary Economic Development & ATB Economic Outlook Presentation	Calgary					\$98.65	\$98.65
CFO and Senior Vice President	Sept, 2016	Joint SAIT/NAIT/UofC/BCIT Meeting	Vancouver	\$401.06					\$401.06
CFO and Senior Vice President	Sept, 2016	Joint SAIT/NAIT/UofC/BCIT Meeting	Penticton	\$412.91					\$412.91
CFO and Senior Vice President	Aug, 2016	Compass Group Meeting	Canmore		\$98.89	\$212.19			\$311.08
CFO and Senior Vice President	Aug, 2016	Innovation and Advanced Education Meetings	Edmonton		\$30.00	\$247.10	\$37.30		\$314.40
CFO and Senior Vice President	Jul, 2016	SAIT President's Stampede Dinner	Calgary		\$18.00				\$18.00
+ -								<b>Total</b>	<b>\$1,556.10</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	Aug, 2016	Meals - External Meeting - 2 People	Edmonton	\$38.47
CFO and Senior Vice President	Jul, 2016	Meals - External Meeting - 2 People	Calgary	\$38.55
			<b>Total</b>	<b>\$77.02</b>