

SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY

EXPENSE REPORTING FOR THE PERIOD

October 1, 2016 - December 31, 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

<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>
+ -									
								Total	

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	Oct, 2016	Meals - External Meeting - 2 People	Calgary	\$55.43
CFO and Senior Vice President	Oct, 2016	Meals - External Meeting - 4 People	Calgary	\$99.32
CFO and Senior Vice President	Oct, 2016	Meals - External Meeting - 4 People	Calgary	\$111.09
CFO and Senior Vice President	Dec, 2016	Meals - External Meeting - 4 People	Calgary	\$55.00
			Total	\$320.84