

SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY

EXPENSE REPORTING FOR THE PERIOD

April 1, 2018 - June 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

<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 VP Corporate Services	Apr, 2018	Ellucian Live 2018 Conference	San Diego, CA		\$351.71	\$3,537.97	\$143.91		\$4,033.59
CFO and VP Corporate Services	Apr, 2018	PanGlobal Board Meeting	Vancouver		\$145.49				\$145.49
CFO and VP Corporate Services	May, 2018	CICAN Conference	Victoria	\$756.00	\$421.62	\$534.27	\$182.18		\$1,894.07
CFO and VP Corporate Services	May, 2018	Gartner CIO & IT Executive Summit	Toronto	\$300.72		\$807.36	\$8.03		\$1,116.11
CFO and VP Corporate Services	May, 2018	CBIE Executive Meetings	Ottawa	\$746.55	\$343.76	\$297.33	\$31.19		\$1,418.83
CFO and VP Corporate Services	May, 2018	Senior Business Officers Meeting	Edmonton	\$746.55	\$188.53	\$270.67	\$34.99		\$1,240.74
CFO and VP Corporate Services	May, 2018	Business Development Meetings	Kelowna			\$697.16	\$41.55		\$738.71
CFO and VP Corporate Services	May, 2018	Alberta Advanced Education Meeting	Edmonton	\$756.00	\$214.23	\$738.74	\$38.70		\$1,747.67
CFO and VP Corporate Services	Jun, 2018	AAHEIT Board of Directors Meeting	Edmonton		\$109.50	\$591.18	\$91.34		\$792.02
CFO and VP Corporate Services	Jun, 2018	Gartner IT Expo	Orlando, FL	\$2,546.10					\$2,546.10
CFO and VP Corporate Services	Jun, 2018	CBIE Western Regional Meeting	Calgary		\$18.00				\$18.00
+ -								Total	\$15,691.33

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	Apr, 2018	Meal Expense - External Meeting - 3 people	Vancouver	\$57.10
CFO and VP Corporate Services	Apr, 2018	Meal Expense - External Meeting - 2 people - 2 meetings	Calgary	\$200.44
CFO and VP Corporate Services	Apr, 2018	Parking - External Meeting	Calgary	\$4.13
CFO and VP Corporate Services	May, 2018	Meal Expense - External Meeting - 7 people	Victoria	\$605.03
CFO and VP Corporate Services	Jun, 2018	Meal Expense - External Meeting - 2 people - 2 meetings	Calgary	\$74.46
CFO and VP Corporate Services	Jun, 2018	Meal Expense - External Meeting - 2 people	Vancouver	\$57.04
			Total	\$998.20