

SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY
EXPENSE REPORTING FOR THE PERIOD
October 1, 2018 - December 31, 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.

<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>
President and CEO	Sep, 2018	Meetings with Southern Cross University	Australia			\$1,046.95	\$175.04		\$1,221.99
President and CEO	Oct, 2018	Meeting with Deputy Minister	Edmonton				\$38.34		\$38.34
President and CEO	Oct, 2018	Fall 2018 League for Innovation Board Meetings	Orlando, FL		\$271.87	\$1,823.01	\$153.19		\$2,248.07
President and CEO	Oct, 2018	Technical and Vocational Education and Training International Conference	Singapore		\$3.95	\$231.02	\$161.82	\$47.05	\$443.84
President and CEO	Oct, 2018	Global Applied Education Network Signing Ceremony and Higher Colleges of Technology meetings	Dubai	\$11,736.98	\$17.61	\$1,525.95	\$226.30	\$56.38	\$13,563.22
President and CEO	Nov, 2018	Canadian Bureau for International Education Conference & CEO Interviews	Ottawa	\$1,533.00					\$1,533.00
President and CEO	Dec, 2018	2019 League for Innovation Conference	New York, NY					\$1,100.90	\$1,100.90
								Total	\$20,149.36

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>
President and CEO	Oct, 2018	Parking - External Meeting - 2 meetings	Calgary	\$48.25
President and CEO	Nov, 2018	Meal Expense - External Meeting - 2 people	Calgary	\$124.75
President and CEO	Nov, 2018	Meal Expense - External Meeting - 3 people	Calgary	\$46.42
President and CEO	Nov, 2018	Parking - External Meeting - 3 meetings	Calgary	\$63.35
President and CEO	Dec, 2018	Parking - External Meeting - 4 meetings	Calgary	\$58.75
President and CEO	Dec, 2018	Meal Expense - External Meeting - 2 people - 8 meetings	Calgary	\$419.48
			Total	\$761.00