

SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY
EXPENSE REPORTING FOR THE PERIOD
July 1, 2018 - September 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 conference registration fees and travel authority fees.

<u>Position</u>	<u>Dates</u>	<u>Purpose</u>	<u>Destination</u>	<u>Airfare</u>	<u>Transportation</u>	<u>Accommodation</u>	<u>Meals</u>	<u>Other</u>	<u>Total</u>
President and CEO	Jun, 2018	Calgary Homeless Foundation Board Meeting	Calgary		\$10.00				\$10.00
President and CEO	Jul, 2018	ATCO Stampede event	Calgary		\$19.10				\$19.10
President and CEO	Jul, 2018	League of Innovation Board Meeting	Rochester, NY		\$10.00				\$10.00
President and CEO	Jul, 2018	Stampede Investment Forum	Calgary		\$15.25				\$15.25
President and CEO	Jul, 2018	CICAN Conference	Ottawa				\$160.69	\$275.00	\$275.00
President and CEO	Jul, 2018	CICAN Conference	Victoria					\$8.67	\$8.67
President and CEO	Jul, 2018	NSERC Meeting	Ottawa				\$39.65		\$39.65
President and CEO	Aug, 2018	Meeting with Deputy Minister	Edmonton			\$662.02			\$701.67
President and CEO	Aug, 2018	CICAN Conference	Burnaby	\$833.96	\$668.43		\$40.65		\$1,543.04
President and CEO	Sep, 2018	League for Innovation Conference	Orlando, FL	\$1,748.19					\$1,748.19
President and CEO	Sep, 2018	Aus: Meetings with Southern Cross University; Singapore - TVET Conference	Australia/Singapore	\$8,910.41	\$53.31			\$19.21	\$8,982.93
			Total						\$13,474.54

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	Jul, 2018	Meal Expense - External Coffee Meeting - 2 people	Vancouver	\$8.93
President and CEO	Jul, 2018	Meal Expense - External Meeting - 3 people - 2 meetings	Calgary	\$73.10
President and CEO	Jul, 2018	Meal Expense - External Meeting - 2 people - 7 meetings	Calgary	\$368.04
President and CEO	Jul, 2018	Parking - External Meeting - 3 meetings	Calgary	\$13.70
President and CEO	Aug, 2018	Parking - External Meeting	Calgary	\$16.00
President and CEO	Aug, 2018	Meal Expense - External Meeting - 2 people - 2 meetings	Calgary	\$136.97
President and CEO	Sep, 2018	Parking - External Meeting	Calgary	\$1.75
President and CEO	Sep, 2018	Meal Expense - External Meeting - 3 people - 2 meetings	Calgary	\$133.28
President and CEO	Sep, 2018	Meal Expense - External Meeting - 2 people - 2 meetings	Calgary	\$128.61
			Total	\$880.38