

# SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY

## EXPENSE REPORTING FOR THE PERIOD

January 1, 2018 - March 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	Jan, 2018	CICan Conference	Victoria					\$995.00	\$995.00
President and CEO	Jan, 2018	Meeting with Saskatchewan Polytechnic	Saskatoon	\$475.86					\$475.86
President and CEO	Feb, 2018	Calgary Economic Development Executive Round Table	Calgary		\$15.00				\$15.00
President and CEO	Feb, 2018	Board of Governors Strategic Planning Retreat	Calgary		\$25.20				\$25.20
President and CEO	Mar, 2018	Calgary Homeless Foundation Event	Calgary		\$36.25				\$36.25
President and CEO	Mar, 2018	Round table with Minister of Infrastructure & Communities	Calgary		\$16.00				\$16.00
President and CEO	Mar, 2018	Budget 2018 Embargoed Stakeholder Lock-up	Edmonton		\$24.00	\$391.10	\$24.85		\$439.95
President and CEO	Mar, 2018	Polytechnics Canada Conference	Brampton					\$452.00	\$452.00
President and CEO	Mar, 2018	2018 Federal Budget Discussion with Finance Minister	Calgary		\$13.00				\$13.00
President and CEO	Mar, 2018	Executive Management Council	Calgary		\$24.25				\$24.25
+ -								<b>Total</b>	<b>\$2,492.51</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>
President and CEO	Jan, 2018	Meal Expense - External Meeting - 2 people	Calgary	\$23.34
President and CEO	Mar, 2018	Meal Expense - External Meeting - 4 people	Calgary	\$82.11
			<b>Total</b>	<b>\$105.45</b>