

# SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY

## EXPENSE REPORTING FOR THE PERIOD

July 1, 2017 - September 30, 2017



### 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 international visa 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	Jun, 2017	GEN Strategic Planning Conference	Banff				\$12.44		\$12.44
President and CEO	Jul, 2017	Asia business development	Asia	\$15.45	\$180.36	\$2,587.11	\$403.21	\$487.98	\$3,674.11
President and CEO	Jul, 2017	Saskatchewan Polytechnic Executive opportunities meeting	Saskatoon	\$169.05	\$58.70	\$193.22	\$34.62		\$455.59
President and CEO	Jul, 2017	Leaders Forum Conference	Ottawa					\$650.00	\$650.00
President and CEO	Aug, 2017	Canadian Association of University Business Officers Conference	Ottawa			\$10.50			\$10.50
President and CEO	Aug, 2017	CBIE Conference 2017	Halifax					\$950.00	\$950.00
President and CEO	Sep, 2017	Business in Higher Education Roundtable meeting	Ottawa			\$10.50			\$10.50
+ -								<b>Total</b>	<b>\$5,763.14</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	Jul, 2017	Parking - External Meeting	Calgary	\$5.45
President and CEO	Jul, 2017	Meal Expense - External Meeting - 4 people	Asia	\$213.34
President and CEO	Jul, 2017	Meal Expense - External Meeting - 2 people (2 meetings)	Calgary	\$118.95
President and CEO	Jul, 2017	Meal Expense - External Meeting - 3 people (2 meetings)	Calgary	\$123.36
President and CEO	Aug, 2017	Meal Expense - External Meeting - 3 people	Calgary	\$76.07
President and CEO	Aug, 2017	Meal Expense - External Meeting - 2 people (3 meetings)	Calgary	\$62.32
President and CEO	Sep, 2017	Meal Expense - External Meeting - 2 people	Calgary	\$25.30
			<b>Total</b>	<b>\$624.79</b>