

SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY

EXPENSE REPORTING FOR THE PERIOD

October 1, 2017 - December 31, 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

<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, 2017	COPPOA Meeting	Edmonton		\$47.25	\$369.36	\$43.88		\$460.49
President and CEO	Sep, 2017	Calgary Economic Development Board Meeting	Calgary		\$15.00				\$15.00
President and CEO	Oct, 2017	CICAN Leaders Forum	Ottawa		\$128.08	\$928.80	\$71.14		\$1,128.02
President and CEO	Oct, 2017	Calgary Economic Development 2018 Outlook	Calgary		\$24.25				\$24.25
President and CEO	Nov, 2017	Polytechnics Canada Board Meeting	Ottawa		\$80.54	\$998.64	\$64.52		\$1,143.70
President and CEO	Nov, 2017	CBIE Conference	Halifax	\$1,135.17	\$136.56	\$993.56	\$138.25		\$2,403.54
President and CEO	Dec, 2017	President's Round Table Discussion	Calgary		\$38.85				\$38.85
President and CEO	Dec, 2017	Advanced Education Budget Consultation	Edmonton		\$47.25	\$336.65	\$55.19		\$439.09
President and CEO	Dec, 2017	Calgary Economic Development Round Table	Calgary		\$15.00				\$15.00
President and CEO	Dec, 2017	Vancouver Business Development meetings	Vancouver	\$668.06	\$400.23	\$467.64	\$34.00		\$1,569.93
+ -								Total	\$7,237.87

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	Nov, 2017	Meal Expense - External Meeting - 3 people	Halifax	\$288.64
President and CEO	Dec, 2017	Meal Expense - External Meeting - 3 people - 2 meetings	Calgary	\$204.20
President and CEO	Dec, 2017	Meal Expense - External Meeting - 2 people - 2 meetings	Vancouver	\$85.46
President and CEO	Dec, 2017	Parking - External Meeting - 2 meetings	Calgary	\$34.90
			Total	\$613.20