SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY

EXPENSE REPORTING FOR THE PERIOD

April 1, 2017 - June 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.

Position	Dates	Purpose	Destination	Airfare	Other Transportation	Accommodation	Meals	Other	Total
President and CEO	Mar, 2017	Meeting with Camosun College	Victorica			$215.53	$31.74		$247.27
President and CEO	Mar, 2017	League for Innovation	Cleveland				$13.50		$13.50
President and CEO	Apr, 2017	Calgary Economic Development Board meeting	Calgary		$19.00				$19.00
President and CEO	Apr, 2017	Post-Secondary Institutions Bargaining conference	Edmonton		$101.25	$302.00	$49.33		$452.58
President and CEO	Apr, 2017	Kazakhstan Trip - Cancelled	Kazakhstan	$660.90					$660.90
President and CEO	Apr, 2017	CICan Conference 2017	Ottawa	$746.55	$191.57	$904.35	$176.20		$2,018.67
President and CEO	Apr, 2017	Ministry of Advanced Education meeting	Calgary		$11.25				$11.25
President and CEO	May, 2017	National Roundtable event	Ottawa	$746.55	$146.49	$289.81	$26.66		$1,209.51
President and CEO	May, 2017	NSERC Committee on International Partnerships	Ottawa	$746.55	$131.42	$168.77	$73.48		$1,120.22
President and CEO	May, 2017	Calgary Economic Development AGM	Calgary		$23.00		$11.33		$34.33
President and CEO	Jun, 2017	Asia business development	Asia	$7,148.38					$7,148.38
President and CEO	Jun, 2017	Polytechnics Canada Board meeting	Edmonton		$107.00	$190.56	$37.39	$420.00	$754.95
President and CEO	Jun, 2017	Saskatchewan Polytechnic Executive opportunities meeting	Saskatoon	$507.41					$507.41
President and CEO	Jun, 2017	GEN Strategic Planning Conference	Banff			$1,780.55	$94.50		$1,875.05
President and CEO	Jun, 2017	Leadership Summit	Calgary		$36.75				$36.75
								Total	**$16,109.77**

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.

Position	Dates	Purpose	Location	Amount
President and CEO	Apr, 2017	Meal Expense - External Meeting - 2 people	Cagary	$80.90
			Total	**$80.90**