

SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY

EXPENSE REPORTING FOR THE PERIOD

July 1, 2016 to September 30, 2016



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 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	Nov, 2016	Calgary Economic Development & Economic Outlook Presentation	Calgary					\$98.65	\$98.65
President and CEO	Nov, 2016	Sharon Carry's Bow Valley Leadership Celebration	Calgary					\$157.50	\$157.50
President and CEO	Sept, 2016	Calgary Homeless Foundation Board Meeting	Calgary		\$49.30				\$49.30
President and CEO	Sept, 2016	Corporate Challenge Trivia Event	Calgary				\$20.14		\$20.14
President and CEO	Sept, 2016	Government Representatives Meetings	Ottawa		\$173.55	\$544.70	\$164.14		\$882.39
President and CEO	Sept, 2016	Council of Post-Secondary Presidents of Alberta	Edmonton		\$210.39	\$565.84	\$74.57		\$850.80
President and CEO	Sept, 2016	College Consortia Workshop	Dallas	\$1,480.90	\$58.70	\$521.69	\$4.37		\$2,065.66
President and CEO	Aug, 2016	Meeting with DLA Piper Law	Calgary		\$15.50				\$15.50
President and CEO	Jul, 2016	CFL Commissioner Meeting	Calgary		\$29.40				\$29.40
President and CEO	Jun, 2016	International Congress on VPET	Switzerland		\$61.75				\$61.75
President and CEO	Jun, 2016	Business Development for SAIT	London		\$11.80				\$11.80
+ -								Total	\$4,242.89

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	Sept, 2016	Meals - External Meeting - 2 people	Calgary	\$69.44
President and CEO	Sept, 2016	Meals - External Meeting - 2 people	Calgary	\$71.26
President and CEO	Sept, 2016	Meals - External Meeting - 6 people	Calgary	\$304.33
President and CEO	Sept, 2016	Meals - External Meeting - 4 people	Ottawa	\$196.73
President and CEO	Sept, 2016	Meals - External Meeting - 4 people	Ottawa	\$105.88
President and CEO	Jul, 2016	Meals - External Meeting - 2 people	Calgary	\$33.66
			Total	\$781.30