

SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY

EXPENSE REPORTING FOR THE PERIOD

October 1, 2016 - December 31, 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 Membership dues and conference rebate.

<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	Sept, 2016	SAIT/NAIT Executive Meeting	Edmonton				\$16.68		\$16.68
President and CEO	Sept, 2016	Council of Post-Secondary Presidents of Alberta	Edmonton	\$229.03	\$20.00	\$427.05	\$8.60		\$684.68
President and CEO	Oct, 2016	Lieutenant Governor's True Award	Edmonton	\$535.05	\$50.35	\$184.13	\$86.05		\$855.58
President and CEO	Nov, 2016	2017 Economic Outlook	Calgary					(\$20.95)	(\$20.95)
President and CEO	Nov, 2016	CBIE Conference & Polytechnics Canada	Ottawa		\$79.15	\$1,449.05	\$146.18		\$1,674.38
President and CEO	Nov, 2016	Post Secondary Institute Presidents and Deputy Minister Meeting	Edmonton			\$313.55	\$11.49		\$325.04
President and CEO	Dec, 2016	Minister of Finance Stakeholder Discussion	Edmonton	\$341.38	\$124.14	\$297.52	\$34.99		\$798.03
President and CEO	Dec, 2016	Membership dues for Canadian Society for the Study of Higher Education	Ottawa					\$110.00	\$110.00
								Total	\$4,443.44

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	Oct, 2016	Parking - External Meeting	Calgary	\$48.50
President and CEO	Oct, 2016	Meal Expense - External Meeting - 3 people	Calgary	\$101.43
President and CEO	Oct, 2016	Meal Expense - External Meeting - 2 people	Calgary	\$71.00
President and CEO	Oct, 2016	Meal Expense - External Meeting - 5 people	Calgary	\$17.96
President and CEO	Oct, 2016	Meal Expense - External Meeting - 4 people	Calgary	\$83.93
President and CEO	Oct, 2016	Transportation - External Meeting	Calgary	\$26.22
President and CEO	Nov, 2016	Parking - External Meeting	Calgary	\$70.10
President and CEO	Nov, 2016	Meal Expense - External Meeting - 2 people	Edmonton	\$26.25
President and CEO	Dec, 2016	Parking - External Meeting	Calgary	\$9.25
President and CEO	Dec, 2016	Meal Expense - External Meeting - 2 people	Calgary	\$169.67
Total				\$624.31