

SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY

EXPENSE REPORTING FOR THE PERIOD

April 1, 2018 - June 30, 2018



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.

<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	Mar, 2018	Budget 2018 Embargoed Stakeholder Lock-up	Edmonton				\$26.86		\$26.86
President and CEO	Apr, 2018	CICAN Conference	Victoria	\$596.66	\$368.23	\$1,418.40	\$174.74		\$2,558.03
President and CEO	Apr, 2018	Calgary Homeless Foundation Board Meeting	Calgary		\$19.00				\$19.00
President and CEO	Apr, 2018	League of Innovation Board Meeting	Rochester, NY	\$2,151.91	\$117.40	\$694.01	\$12.79		\$2,976.11
President and CEO	May, 2018	Polytechnics Canada Conference	Brampton		\$533.68	\$572.33	\$76.24		\$1,182.25
President and CEO	May, 2018	Borderless Higher Education for Refugees Meeting	Toronto	\$1,493.10	\$223.30	\$843.80	\$86.26		\$2,646.46
President and CEO	May, 2018	NSERC Meeting	Ottawa	\$1,493.10	\$69.85	\$182.16	\$78.61		\$1,823.72
President and CEO	Jun, 2018	BC Council for International Education Conference	Vancouver	\$563.06	\$687.91	\$1,499.32	\$144.33	\$813.75	\$3,708.37
President and CEO	Jun, 2018	CBIE Western Regional Meeting	Calgary		\$10.00				\$10.00
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								Total	\$14,950.80

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	Apr, 2018	Meal Expense - External Meeting - 3 people	Calgary	\$80.90
President and CEO	Apr, 2018	Meal Expense - External Meeting - 3 people	Calgary	\$61.58
President and CEO	Apr, 2018	Parking - External Meeting - 2 meetings	Calgary	\$10.83
President and CEO	Jun, 2018	Meal Expense - External Meeting - 2 people - 3 meetings	Calgary	\$177.15
President and CEO	Jun, 2018	Parking - External Meeting	Calgary	\$1.75
President and CEO	Jun, 2018	Meal Expense - External Meeting - 2 people	Calgary	\$49.21
President and CEO	Jun, 2018	Meal Expense - External Meeting - 3 people	Calgary	\$93.83
			Total	\$475.25