

# SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY

## EXPENSE REPORTING FOR THE PERIOD

April 1, 2019 - June 30, 2019



### 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>
Vice President Academic	Apr, 2019	Spring League for Innovation Board Meeting 2019	Austin, TX		\$115.12	\$943.79	\$23.41		\$1,082.32
Vice President Academic	Apr, 2019	League for Innovation Conference 2019	New York, NY				\$51.94		\$51.94
Vice President Academic	May, 2019	Polytechnics Canada Annual Showcase 2019	Richmond	\$793.24		\$374.00	\$35.48		\$1,202.72
Vice President Academic	Jun, 2019	Red Deer College Event	Red Deer		\$63.19				\$63.19
								<b>Total</b>	<b>\$2,400.17</b>

### 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>
Vice President Academic	Apr, 2019	Parking - External Meeting - 4 meetings	Calgary	\$25.65
Vice President Academic	May, 2019	Meal Expense - External Meeting - 3 people	Calgary	\$97.05
Vice President Academic	May, 2019	Parking - External Meeting - 2 meetings	Calgary	\$49.30
Vice President Academic	May, 2019	Meal Expense - External Meeting	Calgary	\$47.28
Vice President Academic	Jun, 2019	Meal Expense - External Meeting - 2 people	Calgary	\$83.32
<b>Total</b>				<b>\$302.60</b>