

SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY
EXPENSE REPORTING FOR THE PERIOD
January 1, 2019 - March 31, 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	Jan, 2019	Senior Academic Officers/Alberta Council of Senior Academic Officers Meeting	Edmonton		\$38.65	\$443.46	\$48.17		\$530.28
Vice President Academic	Jan, 2019	Bargaining Symposium 2019	Edmonton		\$554.68		\$66.41		\$621.09
Vice President Academic	Jan, 2019	Polytechnics Canada Annual Showcase 2019	Richmond					\$267.75	\$267.75
Vice President Academic	Feb, 2019	League for Innovation Conference 2019	New York, NY		\$123.44	\$2,399.98	\$506.30		\$3,029.72
Vice President Academic	Mar, 2019	Chair Academy Int'l Leadership Conference	Atlanta, GA	\$628.96	\$25.64	\$255.99	\$40.44		\$951.03
Vice President Academic	Mar, 2019	Canada Hall of Fame Gala	Calgary					\$312.50	\$312.50
Vice President Academic	Mar, 2019	Spring League for Innovation Board Meeting 2019	Austin, TX	\$632.30	\$44.77	\$459.03	\$340.37		\$1,476.47
								Total	\$7,188.84

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	Jan, 2019	Parking - External Meeting	Calgary	\$5.00
Vice President Academic	Feb, 2019	Meal Expense - External Meeting	Calgary	\$9.02
Vice President Academic	Mar, 2019	Parking - External Meeting	Calgary	\$18.90
Vice President Academic	Mar, 2019	Meal Expense - External Meeting - 2 people - 3 meetings	Calgary	\$108.56
			Total	\$141.48