

SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY
EXPENSE REPORTING FOR THE PERIOD
October 1, 2018 - December 31, 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>Transportation</u>	<u>Accommodation</u>	<u>Meals</u>	<u>Other</u>	<u>Total</u>
Vice President Academic	Oct, 2018	Gartner IT Symposium/Xpo	Orlando, FL	\$290.78	\$202.62	\$2,517.09	\$69.37		\$3,079.86
Vice President Academic	Oct, 2018	2019 League for Innovation Conference	New York, NY	\$547.39				\$1,076.14	\$1,623.53
Vice President Academic	Dec, 2018	Meeting with Waterford Institute of Technology	Ireland	\$6,625.56	\$41.07	\$727.16	\$303.89		\$7,697.68
Vice President Academic	Dec, 2018	Senior Academic Officers/Alberta Council of Senior Academic Officers meetings	Edmonton	\$409.17					\$409.17
Vice President Academic	Dec, 2018	2019 Bargaining Symposium	Edmonton	\$370.07					\$370.07
								Total	\$13,180.31

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	Oct, 2018	Meal Expense - External Meeting - 2 people - 3 meetings	Calgary	\$82.55
Vice President Academic	Oct, 2018	Parking - External meetings - 2 meetings	Calgary	\$37.80
Vice President Academic	Nov, 2018	Meal Expense - External Meeting - 2 people	Calgary	\$51.93
Vice President Academic	Nov, 2018	Parking - External Meeting	Calgary	\$9.00
Vice President Academic	Dec, 2018	Meal Expense - External Meeting	Calgary	\$6.60
Vice President Academic	Dec, 2018	Parking - Interview candidates - 2 meetings	Calgary	\$73.90
			Total	\$261.78