

SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY

EXPENSE REPORTING FOR THE PERIOD

October 1, 2019 - December 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>
VP Corporate Development	Oct, 2019	Asia-Pacific Association for International Education 2020	Vancouver					\$1,066.37	\$1,066.37
VP Corporate Development	Oct, 2019	Future of Leadership Summit	Edmonton					\$781.20	\$781.20
VP Corporate Development	Oct, 2019	Evolution of the CEO and Board Chair Seminar	Calgary					\$94.50	\$94.50
								Total	\$1,942.07

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>
VP Corporate Development	Oct, 2019	Meal Expense - External Meeting - 2 Meetings	Calgary	\$129.70
VP Corporate Development	Oct, 2019	Parking - External Meeting	Calgary	\$42.30
VP Corporate Development	Nov, 2019	Meal Expense - External Meeting - 3 Meetings	Calgary	\$181.99
VP Corporate Development	Nov, 2019	Parking - External Meeting	Calgary	\$14.78
VP Corporate Development	Dec, 2019	Meal Expense - External Meeting	Calgary	\$33.41
VP Corporate Development	Dec, 2019	Parking - External Meeting	Calgary	\$2.11
Total				\$404.29