

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 and foreign visa fees.

Position	Dates	Purpose	Destination	Airfare	Other Transportation	Accommodation	Meals	Other	Total
VP Corporate Development	Sep, 2018	Maple Leaf Education System Forum	China	\$5,495.21					\$5,495.21
VP Corporate Development	Oct, 2018	China Annual Conference for International Education Conference	China	\$308.99		\$1,855.35	\$93.96		\$2,258.30
VP Corporate Development	Oct, 2018	Canada Energy Mission	Kenya		\$130.61	\$734.00	\$17.94		\$882.55
VP Corporate Development	Oct, 2018	Meeting with Minister of Labour	Edmonton	\$672.96			\$9.03		\$696.64
VP Corporate Development	Nov, 2018	China International Import Expo	China	\$2,482.10	\$85.13	\$4,127.06	\$54.48		\$6,748.77
			Total						\$16,081.47

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.

Position	Dates	Purpose	Location	Amount
VP Corporate Development	Oct, 2018	Parking - External Meeting	Calgary	\$6.30
VP Corporate Development	Oct, 2018	Meal Expense - External Meeting - 2 people - 3 meetings	Calgary	\$51.94
VP Corporate Development	Nov, 2018	Parking - External Meeting	Calgary	\$2.00
VP Corporate Development	Nov, 2018	Meal Expense - External Meeting - 2 people - 2 meetings	Calgary	\$94.58
VP Corporate Development	Dec, 2018	Meal Expense - External Meeting - 3 people - 2 meetings	Calgary	\$85.87
VP Corporate Development	Dec, 2018	Meal Expense - External Meeting - 2 people - 4 meetings	Calgary	\$149.51
			Total	\$390.20