

SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY
EXPENSE REPORTING FOR THE PERIOD
July 1, 2018 - September 30, 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		Meals	Total
					Transportation	Accommodation		
VP Corporate Development	Jul, 2018	Alberta International Development Event	Kenya		\$1,184.61		\$1,184.61	\$1,184.61
VP Corporate Development	Sep, 2018	CACIE Conference	China	\$5,835.46				\$5,835.46
VP Corporate Development	Sep, 2018	Canada Energy Mission	Kenya	\$6,890.86			\$299.22	\$7,190.08
VP Corporate Development	Sep, 2018	CCID Conference	San Diego, CA				\$733.11	\$733.11
VP Corporate Development	Sep, 2018	China International Import Expo	China				\$500.00	\$500.00
							Total	\$15,443.26

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	Jul, 2018	Meal Expense - External Meeting - 3 people	Calgary	\$57.96
VP Corporate Development	Aug, 2018	Meal Expense - External Meeting - 3 people	Calgary	\$45.05
VP Corporate Development	Aug, 2018	Meal Expense - External Meeting - 2 people - 2 meetings	Calgary	\$61.31
			Total	\$164.32