

# SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY

## EXPENSE REPORTING FOR THE PERIOD

January 1, 2016 to March 31, 2016



### 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 registration fees and travel/paper work expenses.

<u>Position</u>	<u>Dates</u>	<u>Purpose</u>	<u>Destination</u>	<u>Other</u>				<u>Total</u>	
				<u>Airfare</u>	<u>Transportation</u>	<u>Accommodation</u>	<u>Meals</u>		<u>Other</u>
VP Corporate Development	Feb, 2016	Indonesia Institutional Development	Indonesia	\$2,157.38	\$194.24	\$1,068.78	\$133.25		\$3,553.65
VP Corporate Development	Feb, 2016	Southeast Asia Business Development	Malaysia	\$2,311.21	\$83.37	\$455.42	\$36.68		\$2,886.68
VP Corporate Development	Feb, 2016	Think Canada	Mozambique	\$8,555.70	\$62.20	\$1,214.38	\$7.15	\$255.74	\$10,095.17
VP Corporate Development	Mar, 2016	APAIE Conference	Melbourne	\$7,776.69	\$91.24	\$1,484.26	\$21.15	\$838.04	\$10,211.38
VP Corporate Development	Mar, 2016	TAFE Meeting	Brisbane		\$94.63	\$627.60	\$41.74		\$763.97
VP Corporate Development	Mar, 2016	Travel/Paper work - Kazakhstan trip	Kazakhstan					\$606.38	\$606.38
+ -								<b>Total</b>	<b>\$28,117.23</b>

### 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	Jan, 2016	Meals - External Meeting - 10 people	Calgary	\$236.31
VP Corporate Development	Jan, 2016	Meals - External Meeting - 2 people	Calgary	\$62.60
VP Corporate Development	Jan, 2016	Meals - External Meeting - 3 people	Calgary	\$99.78
VP Corporate Development	Jan, 2016	Meals - External Meeting - 70 people	Calgary	\$281.04
VP Corporate Development	Feb, 2016	Meals - External Meeting - 2 people	Calgary	\$9.85
VP Corporate Development	Mar, 2016	Meals - External Meeting - 2 people	Calgary	\$19.28
VP Corporate Development	Mar, 2016	Meals - External Meeting - 5 people	Calgary	\$90.92
			<b>Total</b>	<b>\$799.78</b>