

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 event registration fee.

<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 External Relations	Oct, 2018	World Economic Forum	China				\$19.60		\$19.60
VP External Relations	Oct, 2018	National Strategy Group Meetings - Polytechnics Canada	Ottawa		\$71.97	\$613.44			\$685.41
VP External Relations	Oct, 2018	Business Higher Education Roundtable Meetings	Ottawa	\$280.25		\$402.49			\$682.74
			Total						\$1,387.75

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 External Relations	Oct, 2018	Meal Expense - External Meeting - 2 people	Calgary	\$103.95
VP External Relations	Oct, 2018	Parking - External Meeting - 6 meetings	Calgary	\$117.40
VP External Relations	Nov, 2018	Parking - External Meeting	Calgary	\$9.50
VP External Relations	Dec, 2018	Meal Expense - External meeting - 2 people - 2 meetings	Calgary	\$112.37
			Total	\$343.22