

SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY

EXPENSE REPORTING FOR THE PERIOD

April 1, 2017 - June 30, 2017



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 fees.

Position	Dates	Purpose	Destination	Airfare	Other		Meals	Other	Total
					Transportation	Accommodation			
Vice President Academic	Apr, 2017	Chair Academy conference	Florida		\$131.15	\$1,128.62	\$57.69		\$1,317.46
Vice President Academic	Apr, 2017	Collective Bargaining conference	Edmonton			\$268.33	\$48.43		\$316.76
Vice President Academic	Apr, 2017	Campus Alberta Quality Council	Edmonton		\$78.48	\$156.06	\$19.32		\$253.86
Vice President Academic	May, 2017	CICan Conference 2017	Ottawa		\$113.63	\$924.15	\$305.38	\$90.00	\$1,433.16
Vice President Academic	May, 2017	Calgary Chamber event	Calgary					\$93.45	\$93.45
Vice President Academic	May, 2017	NAFSA Conference	Los Angeles	\$599.45	\$79.69	\$1,176.13	\$125.20	\$668.61	\$2,649.08
Vice President Academic	Jun, 2017	Saskatchewan Polytechnic Executive opportunities meeting	Saskatoon	\$420.07					\$420.07
Vice President Academic	Jun, 2017	GEN Strategic Planning Conference	Banff		\$24.00	\$809.22	\$194.04		\$1,027.26
Vice President Academic	Jun, 2017	Campus Party Feel the Future Conference	Mexico	\$1,513.67					\$1,513.67
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								Total	\$9,024.77

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
Vice President Academic	Apr, 2017	Meal Expense - External Meeting - 2 people	Calgary	\$22.95
Vice President Academic	May, 2017	Meal Expense - External Meeting - 2 people	Los Angeles	\$48.85
Vice President Academic	Jun, 2017	Meal Expense - External Meeting - 2 people	Calgary	\$71.26
			Total	\$143.06