

SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY

EXPENSE REPORTING FOR THE PERIOD

April 1, 2018 - June 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.

| <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> |
|-------------------------|--------------|---|--------------------|----------------|-----------------------------|----------------------|--------------|--------------|--------------------|
| Vice President Academic | Apr, 2018 | Chair Academy Conference | Denver, CO | | \$133.89 | \$507.13 | \$77.72 | | \$718.74 |
| Vice President Academic | Apr, 2018 | Lynda.com Conference | Scottsdale, AZ | \$926.09 | \$140.33 | \$177.82 | \$43.22 | | \$1,287.46 |
| Vice President Academic | Apr, 2018 | PanGlobal Board Meeting | Vancouver | | \$58.70 | | \$45.77 | | \$104.47 |
| Vice President Academic | Apr, 2018 | League of Innovation Board meeting | Rochester, NY | | \$63.83 | \$694.01 | \$50.46 | | \$808.30 |
| Vice President Academic | May, 2018 | CICAN Conference | Victoria | \$203.70 | \$228.75 | \$560.02 | \$49.95 | | \$1,042.42 |
| Vice President Academic | May, 2018 | Polytechnics Canada Conference | Brampton | \$593.24 | \$139.99 | \$567.57 | \$81.05 | | \$1,381.85 |
| Vice President Academic | May, 2018 | Calgary Chamber Event | Calgary | | \$15.00 | | | | \$15.00 |
| Vice President Academic | May, 2018 | Kirkwood College President Retirement Event | Cedar Rapids, IA | \$682.26 | \$40.82 | \$460.12 | \$15.81 | | \$1,199.01 |
| Vice President Academic | Jun, 2018 | VPET Conference | Switzerland | \$11,064.20 | \$252.08 | \$849.12 | \$114.13 | \$720.33 | \$12,999.86 |
| + - | | | | | | | | Total | \$19,557.11 |

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> |
|-------------------------|--------------|--|-----------------|-----------------|
| Vice President Academic | Apr, 2018 | Parking - External Meeting | Calgary | \$5.25 |
| Vice President Academic | Apr, 2018 | Meal Expense - External Meeting - 2 people | Calgary | \$48.30 |
| Vice President Academic | Jun, 2018 | Meal Expense - External Meeting - 2 people | Calgary | \$78.49 |
| Vice President Academic | Jun, 2018 | Parking - External Meeting | Calgary | \$5.25 |
| | | | Total | \$137.29 |