

# SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY

## EXPENSE REPORTING FOR THE PERIOD

April 1, 2016 to June 30, 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.

| <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 | May, 2016    | Alberta Learning Outcomes Forum                      | Calgary            |                | \$16.00                     |                      |              |              | \$16.00            |
| Vice President Academic | May, 2016    | CICan Conference                                     | Quebec City        | \$1,148.65     | \$136.46                    | \$923.80             | \$55.47      | \$1,195.00   | \$3,459.38         |
| Vice President Academic | May, 2016    | GPS International Business                           | Calgary            |                |                             |                      |              | \$25.00      | \$25.00            |
| Vice President Academic | May, 2016    | Polytechnics Canada Conference                       | Toronto            | \$489.76       |                             | \$712.05             | \$101.97     |              | \$1,303.78         |
| Vice President Academic | May, 2016    | SAOs Group Meeting                                   | Calgary            |                |                             |                      | \$20.90      |              | \$20.90            |
| Vice President Academic | May, 2016    | Joint SAIT/NAIT Deans Meeting                        | Edmonton           |                | \$228.69                    |                      |              |              | \$228.69           |
| Vice President Academic | Jun, 2016    | CED Global Petroleum Show VIP International Business | Calgary            |                | \$15.00                     |                      |              |              | \$15.00            |
| Vice President Academic | Jun, 2016    | Consulate of Mexico/UofC Networking                  | Calgary            |                | \$15.00                     |                      |              |              | \$15.00            |
| Vice President Academic | Jun, 2016    | International Congress on VPET                       | Switzerland        | \$3,775.96     |                             | \$1,335.48           | \$91.67      |              | \$5,203.11         |
| Vice President Academic | Nov, 2016    | Future Works   | Chicago            |                |                             |                      |              | \$1,337.33   | \$1,337.33         |
| + -                     |              |  |                    |                |                             |                      |              | <b>Total</b> | <b>\$11,624.19</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>   |
|-------------------------|--------------|-------------------------------------|-----------------|-----------------|
| Vice President Academic | May, 2016    | Meals - External Meeting - 2 people | Calgary         | \$36.11         |
| Vice President Academic | May, 2016    | Meals - External Meeting - 3 people | Calgary         | \$112.51        |
|                         |              |                                     | <b>Total</b>    | <b>\$148.62</b> |