

SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY

EXPENSE REPORTING FOR THE PERIOD

January 1, 2017 - March 31, 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 registration fees.

Position	Dates	Purpose	Destination	Other					Total
				Airfare	Transportation	Accommodation	Meals	Other	
Vice President Academic	Jan, 2017	An Intimate Conversation with Brian Jean event	Calgary		\$30.45				\$30.45
Vice President Academic	Jan, 2017	CICan Conference	Ottawa	\$526.05				\$995.00	\$1,521.05
Vice President Academic	Feb, 2017	Internet of Things UofC event	Calgary					\$31.25	\$31.25
Vice President Academic	Feb, 2017	Apprenticeship Symposium	Edmonton		\$234.87	\$120.99			\$355.86
Vice President Academic	Mar, 2017	Chair Academy Conference	Orlando	\$1,120.81	\$84.90		\$257.40		\$1,463.11
Vice President Academic	Mar, 2017	SAO's/ACOSAO's meeting	Edmonton	\$245.96	\$58.70	\$200.96	\$55.55		\$561.17
Vice President Academic	Mar, 2017	NAFSA 2017 Conference	Los Angeles	\$298.38				\$479.48	\$777.86
Vice President Academic	Mar, 2017	CAQC Audit Criteria Committee meeting	Edmonton	\$122.98	\$74.00				\$196.98
								Total	\$4,937.73

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	Jan, 2017	Meal Expense - External Meeting - 2 people	Calgary	\$72.21
Vice President Academic	Jan, 2017	Parking - External Meeting	Calgary	\$13.50
Vice President Academic	Jan, 2017	Meal Expense - External Meeting - 10 people	Calgary	\$364.67
Vice President Academic	Jan, 2017	Meal Expense - External Meeting - 5 people	Calgary	\$174.31
Vice President Academic	Feb, 2017	Meal Expense - External Meeting - 6 people	Calgary	\$111.03
Vice President Academic	Mar, 2017	Parking - External Meeting - 2 meetings	Calgary	\$36.00
Total				\$771.72