

SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY

EXPENSE REPORTING FOR THE PERIOD

January 1, 2018 - March 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 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	Jan, 2018	Advisory Board Meeting	Calgary		\$22.00				\$22.00
Vice President Academic	Jan, 2018	ONWARD Summit	Calgary					\$201.95	\$201.95
Vice President Academic	Jan, 2018	SAOs Meeting	Calgary		\$29.35				\$29.35
Vice President Academic	Jan, 2018	ACOSAOs Meeting	Calgary		\$18.90				\$18.90
Vice President Academic	Jan, 2018	The Future of Jobs in an Automated World	Calgary		\$31.25				\$31.25
Vice President Academic	Jan, 2018	Deans Council Retreat	Calgary		\$25.20				\$25.20
Vice President Academic	Feb, 2018	Chair Academy Conference	Denver	\$639.23					\$639.23
Vice President Academic	Feb, 2018	CICan Conference	Victoria	\$475.65				\$1,045.00	\$1,520.65
Vice President Academic	Feb, 2018	League for Innovation Board Meeting	Rochester	\$568.98					\$568.98
Vice President Academic	Feb, 2018	The Power of Parity in Canada	Calgary		\$36.75				\$36.75
Vice President Academic	Feb, 2018	Board of Governors Strategic Planning Retreat	Calgary		\$25.20				\$25.20
Vice President Academic	Mar, 2018	Polytechnics Canada Conference	Toronto					\$452.00	\$452.00
Vice President Academic	Mar, 2018	COPPOA Meeting	Edmonton	\$379.14	\$112.34	\$151.51			\$642.99
+ -								Total	\$4,214.45

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	Feb, 2018	Meal Expense - External Meeting - 2 people	Calgary	\$39.18
			Total	\$39.18