

# SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY

## EXPENSE REPORTING FOR THE PERIOD

July 1, 2017 - September 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

<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	Jul, 2017	Funding Allocation Model Stakeholder Dialogue Day	Edmonton	\$257.51	\$183.30	\$201.07			\$641.88
Vice President Academic	Jul, 2017	Saskatchewan Polytechnic Executive opportunities meeting	Saskatoon		\$58.70	\$170.35	\$39.24		\$268.29
Vice President Academic	Jul, 2017	Campus Party Feel the Future Conference	Mexico		\$61.66	\$304.68			\$366.34
Vice President Academic	Aug, 2017	Government of Alberta Meeting	Edmonton	\$303.71	\$142.84	\$268.33			\$714.88
Vice President Academic	Sep, 2017	SAOs/ACOSAOs meeting	Edmonton	\$319.46					\$319.46
Vice President Academic	Sep, 2017	National Post Secondary Education Symposium	Vancouver	\$337.31			\$31.14		\$368.45
Vice President Academic	Sep, 2017	League for Innovation Board Meeting	Chicago	\$649.29					\$649.29
+ -								<b>Total</b>	<b>\$3,328.59</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	Jul, 2017	Meal Expense - External Meeting - 2 people	Calgary	\$59.47
Vice President Academic	Aug, 2017	Meal Expense - External Meeting - 2 people	Calgary	\$41.54
Vice President Academic	Aug, 2017	Parking - External Meeting - 2 meetings	Calgary	\$12.35
			<b>Total</b>	<b>\$113.36</b>