

SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY

EXPENSE REPORTING FOR THE PERIOD

July 1, 2016 to September 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	Nov, 2016	Sharon Carry's Bow Valley Leadership Celebration	Calgary					\$157.50	\$157.50
Vice President Academic	Nov, 2016	Future Works (The Economist)	Chicago	\$599.08					\$599.08
Vice President Academic	Oct, 2016	Provosts/SAO's Meetings	Edmonton	\$279.56					\$279.56
Vice President Academic	Sept, 2016	Enactus World Cup	Toronto	\$555.61	\$55.38				\$610.99
Vice President Academic	Sept, 2016	Agribusiness Conference	Calgary					\$93.45	\$93.45
Vice President Academic	Aug, 2016	Joint SAIT/NAIT Executive Committee Meeting	Edmonton		\$217.42				\$217.42
Vice President Academic	Aug, 2016	Canadian Energy Executive Association Conference	Banff		\$59.80	\$462.63	\$7.35	\$2,572.50	\$3,102.28
Vice President Academic	Jun, 2016	International Congress on VPET	Switzerland		\$33.56				\$33.56
+ -								Total	\$5,093.84

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	Sept, 2016	Meals - External Meeting - 2 people	Calgary	\$118.33
Vice President Academic	Jul, 2016	Meals - External Meeting - 2 people	Calgary	\$57.63
			Total	\$175.96