

SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY

EXPENSE REPORTING FOR THE PERIOD

October 1, 2016 to December 31, 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

<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	Oct, 2016	Enactus World Cup	Toronto		\$61.01	\$609.45	\$80.97		\$751.43
Vice President Academic	Oct, 2016	Future Works - Cancelled Trip	Chicago	(\$562.33)					(\$562.33)
Vice President Academic	Oct, 2016	Provosts/SAO meeting	Edmonton		\$29.30	\$178.51	\$43.20		\$251.01
Vice President Academic	Nov, 2016	World Congress on Technical Vocational Education and Training	Australia/Malaysia	\$10,294.90	\$556.04	\$1,781.27	\$236.75		\$12,868.96
Vice President Academic	Nov, 2016	Western Provosts meeting	Winnipeg	\$460.16	\$57.33	\$359.48	\$19.77		\$896.74
Vice President Academic	Nov, 2016	Meeting with prominent SAIT alumnus	Red Deer		\$99.71				\$99.71
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								Total	\$14,305.52

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	Nov, 2016	Meal Expense - External Meeting - 3 people	Red Deer	\$103.85
Vice President Academic	Nov, 2016	Parking - External Meeting	Calgary	\$5.50
Vice President Academic	Dec, 2016	Parking - External Meeting - 2 meetings	Calgary	\$37.80
Vice President Academic	Dec, 2016	Meal Expense - External Meeting - 8 people	Calgary	\$294.93
			Total	\$442.08