

SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY

EXPENSE REPORTING FOR THE PERIOD

October 1, 2017 - December 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 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	Oct, 2017	National Post Secondary Education Symposium	Vancouver		\$142.65	\$1,066.32	\$26.54		\$1,235.51
Vice President Academic	Oct, 2017	League of Nations Board meeting	Chicago	\$816.60	\$324.08	\$454.50			\$1,595.18
Vice President Academic	Oct, 2017	SAO/ACOSAO meetings	Edmonton		\$58.70	\$178.51	\$31.67		\$268.88
Vice President Academic	Oct, 2017	Economic Outlook 2018	Calgary					\$133.11	\$133.11
Vice President Academic	Nov, 2017	Leadership Summit 2017	Calgary		\$30.45				\$30.45
Vice President Academic	Dec, 2017	Yidan Prize Summit 2017	Hong Kong	\$8,669.24	\$24.71	\$2,511.80	\$126.49	\$321.12	\$11,653.36
Vice President Academic	Dec, 2017	President's Roundtable meeting	Calgary		\$29.40				\$29.40
+ -								Total	\$14,945.89

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	Oct, 2017	Meal Expense - External Meeting - 2 people	Calgary	\$82.72
Vice President Academic	Nov, 2017	Parking - External Meeting	Calgary	\$5.25
Vice President Academic	Nov, 2017	Meal Expense - External Meeting - 2 people - 3 meetings	Calgary	\$126.91
			Total	\$214.88