

SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY

EXPENSE REPORTING FOR THE PERIOD

April 1, 2017 - June 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 conference 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>
VP Corporate Development	Apr, 2017	Meeting with Camosun College	Victoria		\$76.70		\$31.74		\$108.44
VP Corporate Development	Apr, 2017	CNOOC - Nexen business mission/ BYD Dreamcast event	China	\$14,374.13	\$141.09	\$2,341.53	\$61.14	\$199.32	\$17,117.21
VP Corporate Development	Apr, 2017	Kazakhstan Trip - Cancelled	Kazakhstan	\$626.25					\$626.25
VP Corporate Development	Apr, 2017	Commercial Real Estate Development Association event	Calgary					\$89.25	\$89.25
VP Corporate Development	Jun, 2017	Association of Colleges HE Research and Scholarship Conference	London	\$6,758.54	\$240.40	\$567.62	\$67.01		\$7,633.57
VP Corporate Development	Jun, 2017	meeting with the Compass group	Toronto			\$474.09			\$474.09
VP Corporate Development	Jun, 2017	Saskatchewan Polytechnic Executive opportunities meeting	Saskatoon	\$420.07					\$420.07
VP Corporate Development	Jun, 2017	GEN Strategic Planning Conference	Banff		\$33.76				\$33.76
VP Corporate Development	Jun, 2017	BC Council for International Education Conference	Hong Kong	\$7,348.38					\$7,348.38
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								Total	\$33,851.02

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>
VP Corporate Development	Apr, 2017	Meal Expense - External Meeting - 3 people	Calgary	\$12.97
VP Corporate Development	Apr, 2017	Meal Expense - External Meeting - 4 people	Calgary	\$89.85
VP Corporate Development	May, 2017	Meal Expense - External Meeting - 3 people	Calgary	\$35.79
VP Corporate Development	Jun, 2017	Meal Expense - External Meeting - 2 people	Toronto	\$100.45
			Total	\$239.06