

# SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY

## EXPENSE REPORTING FOR THE PERIOD

April 1, 2018 - June 30, 2018



### 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 and foreign visa 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, 2018	Higher Education Workshop	Vietnam		\$184.64	\$1,150.28	\$165.15		\$1,500.07
VP Corporate Development	Apr, 2018	PanGlobal Board Meeting	Vancouver		\$66.50				\$66.50
VP Corporate Development	May, 2018	IMP Conference	Mexico	\$569.50	\$168.00	\$770.60	\$185.30	\$58.39	\$1,751.79
VP Corporate Development	Apr, 2018	Kazakhstan Embassy Meetings	Ottawa	\$2,343.04	\$98.01	\$936.00	\$240.97		\$3,618.02
VP Corporate Development	Jun, 2018	Alberta International Development Event	Kenya	\$4,046.14				\$337.34	\$4,383.48
VP Corporate Development	Jun, 2018	Africa Energy Forum	Mauritius	\$9,883.30	\$233.72	\$2,070.98	\$72.54	\$5,056.25	\$17,316.79
VP Corporate Development	Jun, 2018	ARIS Industry Event	Calgary		\$30.20				\$30.20
+ -								<b>Total</b>	<b>\$28,666.85</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>
VP Corporate Development	May, 2018	Meal Expense - External Meeting - 2 people	Calgary	\$28.46
VP Corporate Development	Jun, 2018	Meal Expense - External Meeting - 2 people	Calgary	\$44.90
			<b>Total</b>	<b>\$73.36</b>