

SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY

EXPENSE REPORTING FOR THE PERIOD

April 1, 2016 to June 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 and travel/paper work expenses.

<u>Position</u>	<u>Dates</u>	<u>Purpose</u>	<u>Destination</u>	<u>Other</u>					<u>Total</u>
				<u>Airfare</u>	<u>Transportation</u>	<u>Accommodation</u>	<u>Meals</u>	<u>Other</u>	
VP Corporate Development	Apr, 2016	Canadian Immigration Summit	Ottawa	\$496.78	\$117.25	\$509.78			\$1,123.81
VP Corporate Development	Apr, 2016	Meetings with Kazakhstan Minister of Education	Kazakhstan	\$18,127.60	\$642.31	\$2,361.48	\$208.74	\$459.00	\$21,799.13
VP Corporate Development	Apr, 2016	Speakers Series Event	Calgary		\$16.00				\$16.00
VP Corporate Development	May, 2016	City of Calgary Meeting	Calgary		\$9.50				\$9.50
VP Corporate Development	May, 2016	NAFSA Conference	Denver	\$1,244.24	\$117.06	\$1,045.03	\$66.70		\$2,473.03
VP Corporate Development	Jun, 2016	Business Development for SAIT	London	\$11,762.49	\$106.79	\$2,402.99	\$122.25		\$14,394.52
VP Corporate Development	Jun, 2016	CED Global Petroleum Show VIP International Business	Calgary		\$15.00				\$15.00
VP Corporate Development	Jun, 2016	ILM Meeting	Edmonton	\$281.66	\$116.97				\$398.63
								Total	\$40,229.62

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, 2016	Meals - External Meeting - 2 people	Calgary	\$25.43
VP Corporate Development	Apr, 2016	Meals - External Meeting - 8 people	Calgary	\$747.60
VP Corporate Development	May, 2016	Meals - External Meeting - 3 people	Calgary	\$65.05
VP Corporate Development	Jun, 2016	Meals - External Meeting - 2 people	Calgary	\$12.13
VP Corporate Development	Jun, 2016	Meals - External Meeting - 3 people	Calgary	\$18.74
VP Corporate Development	Jun, 2016	Meals - External Meeting - 3 people	London	\$75.04
Total				\$943.99