

SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY

EXPENSE REPORTING FOR THE PERIOD

January 1, 2017 - March 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 registration and 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	Jan, 2017	Innovate Calgary	Calgary		\$27.30				\$27.30
VP Corporate Development	Jan, 2017	Industry Road Map Roundtable	Calgary		\$10.00				\$10.00
VP Corporate Development	Jan, 2017	CICan Conference	Ottawa					\$995.00	\$995.00
VP Corporate Development	Jan, 2017	Meeting with Kitchener Economic Development and Fanshawe College	Ontario	\$906.15	\$428.38	\$314.14	\$66.96		\$1,715.63
VP Corporate Development	Feb, 2017	Meeting with Global Affairs Canada and Kazakhstan Embassy	Ottawa	\$278.38	\$116.42	\$395.72	\$58.17		\$848.69
VP Corporate Development	Feb, 2017	ARHT Media presentation on Educational Technology	Toronto	\$1,134.16	\$27.20	\$242.44		\$48.00	\$1,451.80
VP Corporate Development	Feb, 2017	Building stronger Canada-India Higher Education Partnerships	Vancouver	\$577.36	\$30.45				\$607.81
VP Corporate Development	Feb, 2017	Business in Higher Education meeting	London				\$37.06		\$37.06
VP Corporate Development	Mar, 2017	NAFSA	Los Angeles					\$1,235.11	\$1,235.11
VP Corporate Development	Mar, 2017	Meeting with Camosun College	Victoria	\$418.04			\$3.84		\$421.88
VP Corporate Development	Mar, 2017	Development Bank Business Op. Fair/Trade Commissioner Meeting	Manilla/Hong Kong	\$9,615.09	\$207.54	\$1,722.60	\$484.10		\$12,029.33
+ -								Total	\$19,379.61

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	Jan, 2017	Parking - External Meeting	Calgary	\$8.00
VP Corporate Development	Feb, 2017	Parking - External Meeting	Calgary	\$20.00
VP Corporate Development	Feb, 2017	Meal Expense - External Meeting - 3 people	Calgary	\$87.23
VP Corporate Development	Feb, 2017	Meal Expense - External Meeting - 3 people	Toronto	\$52.46
	Mar, 2017	Parking - External Meeting - 3 meetings	Calgary	\$43.95
			Total	\$211.64