

# SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY

## EXPENSE REPORTING FOR THE PERIOD

January 1, 2018 - March 31, 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 international visa fee.

<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	Mar, 2018	Executive Management Council	Calgary		\$21.00				\$21.00
VP Corporate Development	Mar, 2018	APAIE Conference	Singapore	\$7,587.36	\$240.00	\$4,031.66		\$1,438.18	\$13,297.20
VP Corporate Development	Mar, 2018	Higher Education Workshop	Vietnam	\$7,111.83				\$46.19	\$7,158.02
VP Corporate Development	Mar, 2018	Alberta Innovates Conference						\$495.00	\$495.00
+ -								<b>Total</b>	<b>\$20,971.22</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	Jan, 2018	Meal Expense - External Meeting - 2 people - 2 meetings	Calgary	\$91.06
VP Corporate Development	Mar, 2018	Meal Expense - External Meeting - 2 people	Calgary	\$157.50
VP Corporate Development	Mar, 2018	Parking - External Meeting	Calgary	\$2.00
VP Corporate Development	Mar, 2018	Meal Expense - External Meeting - 4 people	Calgary	\$436.38
			<b>Total</b>	<b>\$686.94</b>