

# SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY

## EXPENSE REPORTING FOR THE PERIOD

July 1, 2017 - September 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 registration 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	Jul, 2017	Association of Colleges HE Research and Scholarship Conference	London		\$3.95	\$570.86			\$574.81
VP Corporate Development	Jul, 2017	Saskatchewan Polytechnic Executive opportunities meeting	Saskatoon		\$31.40	\$170.35	\$33.03		\$234.78
VP Corporate Development	Jul, 2017	ATCO strategy meeting	Calgary		\$3.50				\$3.50
VP Corporate Development	Jul, 2017	BC Council for International Education Conference	Hong Kong		\$24.69	\$899.78	\$21.94		\$946.41
VP Corporate Development	Jul, 2017	Sameo Retrac conference	Ho Chi Minh City		\$97.98	\$1,453.67			\$1,551.65
VP Corporate Development	Aug, 2017	Asia Development Bank meeting	Manila	\$15.45		\$499.87			\$515.32
VP Corporate Development	Sep, 2017	Pan Global Board meeting	Vancouver	\$620.81	\$122.57	\$245.00			\$988.38
VP Corporate Development	Sep, 2017	Annual Energy Mission Conference	Washington	\$717.17				\$1,000.00	\$1,717.17
VP Corporate Development	Sep, 2017	Aeromexico Reception	Calgary		\$14.00				\$14.00
VP Corporate Development	Sep, 2017	Bobsleigh and Skeleton Canada Board of Directors Event	Whistler	\$577.76					\$577.76
								<b>Total</b>	<b>\$7,123.78</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	Jul, 2017	Meal Expense - External Meeting - 2 people	Calgary	\$7.67
<b>Total</b>				<b>\$7.67</b>