

SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY

EXPENSE REPORTING FOR THE PERIOD

July 1, 2016 to September 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

<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	Nov, 2016	CBIE Conference	Ottawa					\$865.00	\$865.00
VP Corporate Development	Nov, 2016	SPIN Summit Conference	Ottawa					\$299.00	\$299.00
VP Corporate Development	Nov, 2016	Sharon Carry's Bow Valley Leadership Celebration	Calgary					\$157.50	\$157.50
VP Corporate Development	Oct, 2016	International Student Recruitment	Vietnam					\$36.73	\$36.73
VP Corporate Development	Sept, 2016	Government Representatives Meetings	Ottawa	\$1,319.94	\$10.10	\$544.70	\$80.70		\$1,955.44
VP Corporate Development	Sept, 2016	Innovation Roundtable	Kelowna	\$479.64	\$79.75	\$238.28			\$797.67
VP Corporate Development	Sept, 2016	College Consortia Workshop	Dallas	\$1,480.90	\$25.10	\$492.37			\$1,998.37
VP Corporate Development	Sept, 2016	Innovation YYC	Calgary		\$9.25				\$9.25
VP Corporate Development	Aug, 2016	Compass Group Meeting	Canmore			\$302.00			\$302.00
VP Corporate Development	Aug, 2016	Innovate Calgary Meeting	Calgary		\$33.60				\$33.60
VP Corporate Development	Aug, 2016	Entrepreneurial and Creative Society Roundtable	Calgary		\$19.25				\$19.25
VP Corporate Development	Jul, 2016	Canada First Research Excellence Fund Meeting	Toronto	\$833.86	\$172.70	\$200.02	\$89.25		\$1,295.83
VP Corporate Development	Apr, 2016	Meetings with Kazakhstan Minister of Education	Kazakhstan		\$13.95				\$13.95
+ -								Total	\$7,783.59

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	Sept, 2016	Meals - External Meeting - 3 people	Calgary	\$109.23
VP Corporate Development	Aug, 2016	Meals - External Meeting - 7 people	Calgary	\$194.66
VP Corporate Development	Jul, 2016	Meals - External Meeting - 2 people	Calgary	\$23.50
VP Corporate Development	Jul, 2016	Meals - External Meeting - 4 people	Calgary	\$14.60
			Total	\$341.99