

SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY

EXPENSE REPORTING FOR THE PERIOD

October 1, 2016 to December 31, 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 required travel vaccines.

<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	Oct, 2016	Meetings with Wazuku Team	Victoria	\$723.59					\$723.59
VP Corporate Development	Nov, 2016	CBIE Conference & Polytechnics Canada	Ottawa	\$898.43	\$137.00	\$905.33	\$28.89	\$100.00	\$2,069.65
VP Corporate Development	Nov, 2016	International Student recruitment/ Business Development	Asia/Australia/Africa	\$16,840.87	\$107.59	\$2,741.60	\$209.15	\$253.00	\$20,152.21
+ -								Total	\$22,945.45

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	Oct, 2016	Parking - External Meeting - 3 meetings	Calgary	\$49.25
VP Corporate Development	Nov, 2016	Parking - External Meeting	Calgary	\$16.00
VP Corporate Development	Nov, 2016	Meal Expense - External Meeting - 4 people	Africa	\$113.01
VP Corporate Development	Nov, 2016	Meal Expense - External Meeting - 2 people	Calgary	\$30.67
			Total	\$208.93