

SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY

EXPENSE REPORTING FOR THE PERIOD

October 1, 2017 - December 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

<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, 2017	Annual Energy Mission Conference	Washington	\$1,155.10	\$124.91	\$1,755.64	\$71.96		\$3,107.61
VP Corporate Development	Nov, 2017	Leadership Summit 2017	Calgary		\$10.00				\$10.00
VP Corporate Development	Nov, 2017	Meeting with BCIT	Vancouver		\$12.75	\$280.01			\$292.76
VP Corporate Development	Dec, 2017	Meetings at BYD facility/Asia Development Bank	SE Asia	\$9,932.75	\$19.44	\$1,390.13			\$11,342.32
VP Corporate Development	Dec, 2017	Sameo Retrac meeting	Ho Chi Minh City		\$128.76	\$1,436.32			\$1,565.08
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								Total	\$16,317.77

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	Nov, 2017	Meal Expense - External Meeting - 2 people	Calgary	\$53.54
			Total	\$53.54