

# SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY

## EXPENSE REPORTING FOR THE PERIOD

January 1, 2017 - March 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 External Relations	Jan, 2017	Board of Governors Annual Retreat	Calgary	\$396.11		\$245.87			\$641.98
+ -								<b>Total</b>	<b>\$641.98</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 External Relations	Mar, 2017	Parking - External Meeting	Calgary	\$21.00
			<b>Total</b>	<b>\$21.00</b>