

SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY

EXPENSE REPORTING FOR THE PERIOD

January 1, 2018 - March 31, 2018



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 event registration fee.

<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, 2018	Calgary Chamber of Commerce Event	Calgary					\$21.00	\$21.00
VP External Relations	Feb, 2018	Junior Achievement Board Meeting	Calgary		\$23.10				\$23.10
VP External Relations	Mar, 2018	Calgary Homeless Foundation Event	Calgary		\$29.00				\$29.00
VP External Relations	Mar, 2018	Executive Management Council	Calgary		\$23.10				\$23.10
+ -								Total	\$96.20

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	Feb, 2018	Meal Expense - External Meeting - 5 people	Calgary	\$105.05
VP External Relations	Mar, 2018	Meal Expense - External Meeting - 2 people - 2 meetings	Calgary	\$47.60
			Total	\$152.65