

# 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 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 External Relations	Oct, 2017	Calgary Economic Development	Calgary		\$40.00				\$40.00
VP External Relations	Nov, 2017	Family Foundation meeting	Toronto	\$548.51	\$96.95	\$432.72			\$1,078.18
VP External Relations	Nov, 2017	Calgary Chamber of Voluntary Organizations	Calgary		\$10.00			\$900.00	\$910.00
VP External Relations	Nov, 2017	Junior Achievement Board meeting	Calgary		\$18.00				\$18.00
VP External Relations	Nov, 2017	Leadership Summit 2017	Calgary		\$46.20				\$46.20
VP External Relations	Nov, 2017	A Conversation with Premier Rachel Notley Event	Calgary					\$103.95	\$103.95
VP External Relations	Dec, 2017	President's Roundtable meeting	Calgary		\$29.40				\$29.40
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								<b>Total</b>	<b>\$2,225.73</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	Oct, 2017	Meal Expense - External Meeting - 2 people - 3 meetings	Calgary	\$95.30
VP External Relations	Nov, 2017	Meal Expense - External Meeting - 2 people	Toronto	\$107.86
VP External Relations	Dec, 2017	Meal Expense - External Meeting - 2 people	Calgary	\$5.78
			<b>Total</b>	<b>\$208.94</b>