

# SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY

## EXPENSE REPORTING FOR THE PERIOD

January 1, 2016 to March 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.

Position	Dates	Purpose	Destination	Other				Total	
				Airfare	Transportation	Accommodation	Meals		Other
Vice President Academic	Nov, 2015	Singapore International TVET Conference 2015	Singapore		\$127.07		\$30.25		\$157.32
Vice President Academic	Jan, 2016	Oilmen's Business Forum	Calgary					\$250.00	\$250.00
Vice President Academic	Feb, 2016	International Congress & VPET	Switzerland					\$704.65	\$704.65
Vice President Academic	Feb, 2016	Mission to Mexico - Colleges & Institutes Canada	Mexico	\$216.00	\$131.63	\$104.77	\$1,050.70		\$1,503.10
Vice President Academic	Feb, 2016	Provosts/SAOs Meeting	Edmonton	\$239.66		\$233.56	\$18.10		\$491.32
Vice President Academic	Feb, 2016	Provosts/VPAs Meeting	Vancouver	\$290.06	\$163.65	\$196.04	\$66.11		\$715.86
Vice President Academic	Mar, 2016	Business After Hours	Calgary		\$18.00			\$21.00	\$39.00
Vice President Academic	Mar, 2016	Calgary Economic Development	Calgary		\$6.30				\$6.30
Vice President Academic	Mar, 2016	Chair Academy Conference	Houston	\$633.72	\$115.09	\$566.34	\$19.37		\$1,334.52
Vice President Academic	Mar, 2016	HP Workshop	Calgary		\$33.00		\$9.44		\$42.44
Vice President Academic	Mar, 2016	Western Business Outlook	Calgary		\$3.15			\$295.00	\$298.15
Vice President Academic	May, 2016	Polytechnics Canada	Toronto					\$452.00	\$452.00
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								<b>Total</b>	<b>\$5,994.66</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.

Position	Dates	Purpose	Location	Amount
Vice President Academic	Jan, 2016	Meals - External Meeting - 2 people	Calgary	\$102.41
Vice President Academic	Jan, 2016	Meals - External Meeting - 3 people	Calgary	\$21.67
Vice President Academic	Jan, 2016	Meals - External Meeting - 7 people	Calgary	\$122.20
Vice President Academic	Feb, 2016	Parking - External Meeting	Calgary	\$29.40
Vice President Academic	Mar, 2016	Meals - Chair Academy Conference - 6 people	Houston	\$432.67
<b>Total</b>				<b>\$708.35</b>