

SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY
EXPENSE REPORTING FOR THE PERIOD
July 1, 2019 - September 30, 2019



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 conference registration fees, foreign visa fees and other travel expenses.

<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>
President and CEO	Jul, 2019	Elucian Live & Executive Forum - April 2019	New Orleans, LA		\$155.30				\$155.30
President and CEO	Jul, 2019	Polytechnics Canada Annual Showcase - May 2019	Richmond				\$8.93		\$8.93
President and CEO	Jul, 2019	Minister of Advanced Education Meeting - June 2019	Edmonton				\$9.54		\$9.54
President and CEO	Jul, 2019	Global Education Network (GEN) Strategic Planning - June 2019	Cedar Rapids, IA		\$114.40	\$448.14			\$562.54
President and CEO	Jul, 2019	Norther Alberta Institute of Technology Meeting	Edmonton			\$313.23			\$313.23
President and CEO	Sep, 2019	European Association for International Education (EAIE) Conference 2019	Helsinki	\$10,842.95	\$8.14	\$3,088.67	\$343.43	\$1,438.54	\$15,721.73
								Total	\$16,771.27

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>
President and CEO	Jul, 2019	Meal Expense - External Meeting - 5 Meetings	Calgary	\$187.67
President and CEO	Jul, 2019	Parking - External Meeting	Calgary	\$21.00
President and CEO	Aug, 2019	Meal Expense - External Meeting - 5 Meetings	Calgary	\$226.32
President and CEO	Aug, 2019	Parking - External Meeting	Calgary	\$55.50
President and CEO	Sep, 2019	Meal Expense - External Meeting	Calgary	\$63.09
President and CEO	Sep, 2019	Parking - External Meeting	Calgary	\$35.00
			Total	\$588.58