

SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY

EXPENSE REPORTING FOR THE PERIOD

April 1, 2024 - June 30, 2024



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.

Position	Dates	Purpose	Destination	Other			Meals	Other	Total
				Airfare	Transportation	Accommodation			
President and CEO	Apr, 2024	CiCAN Conference	Ottawa			(\$257.09)		\$639.18	\$382.09
President and CEO	Apr, 2024	BC International Education Week	British Columbia					\$1,076.25	\$1,076.25
President and CEO	Apr, 2024	EURASHE 33rd Annual Conference	Austria / Switzerland	\$7,075.86	\$17.15				\$7,093.01
President and CEO	May, 2024	CiCAN Conference	Calgary, AB			\$58.97		\$970.48	\$1,029.45
President and CEO	May, 2024	EAIE Conference	Toulouse, France			\$6,961.98		\$1,488.95	\$8,450.93
President and CEO	May, 2024	Polytechnics Conference, May 13th to 16th	Ottawa	\$1,185.93	\$74.50	\$833.18	\$2.88		\$2,096.49
President and CEO	May, 2024	Anavia Site Visit	Vienna		\$90.25	\$2,059.77	\$709.12		\$2,859.14
President and CEO	May, 2024	EURASHE 33rd Annual Conference /Anavia Site Visit	Austria / Switzerland				\$17.00		\$17.00
President and CEO	Jun, 2024	EAIE Conference	Toulouse, France			(\$915.33)			(\$915.33)
President and CEO	Jun, 2024	BCCIE Conference	Vancouver	\$624.66	\$252.59	\$1,263.48	\$65.79		\$2,206.52
President and CEO	Jun, 2024	Technical schools for partnership	Dublin, Ireland	\$5,553.99					\$5,553.99
President and CEO	Jun, 2024	CBIE Conference	Ottawa					\$1,285.00	\$1,285.00
+ -								Total	\$31,134.54

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
President and CEO	Apr, 2024	CiCAN Conference	Calgary, AB	\$11.54
President and CEO	Apr, 2024	Meal Expense - External Meeting	Calgary, AB	\$1,802.41
President and CEO	May, 2024	CiCan Parking	Calgary, AB	\$5.00
President and CEO	Jun, 2024	Meal Expense - External Meeting	Calgary, AB	\$1,343.42
			Total	\$3,162.37