

SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY

EXPENSE REPORTING FOR THE PERIOD

Jan 1, 2024 - March 31, 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.

<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	Jan, 2024	CBIE Conference	Vancouver	\$126.00	\$17.78				\$143.78
President	Jan, 2024	CICan Conference	Ottawa					\$85.00	\$85.00
President	Jan, 2024	Polytechnics Canada Conference	Ottawa					\$621.50	\$621.50
President	Feb, 2024	League of Innovation	Anaheim					\$1,664.55	\$1,664.55
President	Mar, 2024	Innovations Conference	LA	\$2,341.53					\$2,341.53
President	Mar, 2024	Innovations Conference	Orange County, USA		\$480.58	\$799.48	\$67.79		\$1,347.85
President	Mar, 2024	APSN Retreat	Banff		\$116.35	\$275.73	\$43.16		\$435.24
+ -								Total	\$6,639.45

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	Feb, 2024	Parking Expense - External	Calgary	\$39.50
			Total	\$39.50