

SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY

EXPENSE REPORTING FOR THE PERIOD

July 1, 2024 - Sept 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.

<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, 2024	Meal Expense - External Meeting	Halifax				\$32.73		\$32.73
President and CEO	Aug, 2024	MOU signing with Technical University of the Shannon, World Skill	Ireland /France	\$2,228.33	\$61.43	\$799.86			\$3,089.62
President and CEO	Sep, 2024	MOU signing with Technical University of the Shannon, World Skill	Ireland /France	\$3,372.54	\$815.25	\$3,054.30	\$1,573.51	\$18.47	\$8,834.07
President and CEO	Sep, 2024	Purchase of e-visa for Vietnam travel for application 383/A4B/AAB	Vietnam					\$137.42	\$137.42
President and CEO	Sep, 2024	CICAN Global Engagement Mission & Southeast AsiaBCCIE/SEAMEO	Vietnam	\$15,580.46					\$15,580.46
+ -								Total	\$27,674.30

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, 2024	Business lunch with Hon. Nathan Neudorf, David Ross	Calgary, AB	\$87.84
President and CEO	Jul, 2024	Business travel in Lethbr ridge with Hon. Nathan Neudorf and Glenn Shepherd	Calgary, AB	\$3.00
President and CEO	Aug, 2024	Parking Expense - External	Calgary, AB	\$35.31
			Total	\$126.15