SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY

EXPENSE REPORTING FOR THE PERIOD

Oct 1, 2024 - Dec 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>Other</u> | | | | | |
|-------------------|--------------|---|--------------------|----------------|-----------------------|----------------------|--------------|--------------|--------------|--|
| <u>Position</u> | <u>Dates</u> | <u>Purpose</u> | <u>Destination</u> | <u>Airfare</u> | <u>Transportation</u> | <u>Accommodation</u> | <u>Meals</u> | <u>Other</u> | <u>Total</u> | |
| President and CEO | Oct, 2024 | CBIE Conference | Ottawa | | | | | \$225.00 | \$225.00 | |
| President and CEO | Oct, 2024 | ABIE strategic planning meetings | Edmonton, AB | | | | \$21.47 | | \$21.47 | |
| President and CEO | Oct, 2024 | BCCIE/SEAMEO 2024, Vietnam | Vietnam | | \$157.50 | \$1,333.77 | \$66.13 | | \$1,557.40 | |
| President and CEO | Oct, 2024 | Polytechnic Board and NSG Meetings | Ottawa | \$1,732.67 | \$50.72 | | \$24.67 | | \$1,808.06 | |
| President and CEO | Oct, 2024 | APSN Meeting | Edmonton, AB | | \$35.96 | \$352.53 | \$88.37 | | \$476.86 | |
| President and CEO | Nov, 2024 | CBIE Conference | Ottawa | | \$91.25 | \$1,497.11 | \$24.67 | | \$1,613.03 | |
| President and CEO | Nov, 2024 | Polytechnic Board and NSG Meetings | Ottawa | | | \$1,161.87 | \$100.53 | \$189.00 | \$1,451.40 | |
| President and CEO | Nov, 2024 | Moose Banff Conference/ Pauw Foundation | Banff, AB | | | | \$90.40 | | \$90.40 | |
| President and CEO | Nov, 2024 | Irish Festive Celebration | Calgary, AB | | | | | \$70.00 | \$70.00 | |
| President and CEO | Dec, 2024 | EAIE Conference | Gothenburg, Sweden | | | \$1,704.00 | | | \$1,704.00 | |
| President and CEO | Dec, 2024 | Irish Festive Celebration | Calgary, AB | | \$32.50 | | | | \$32.50 | |
| President and CEO | Dec, 2024 | Premier's Christmas Reception, McDougall Centre | Calgary, AB | | \$4.00 | | | | \$4.00 | |
| President and CEO | Dec, 2024 | APAIE 2025 Conference | Delhi, India | | | | | \$1,146.48 | \$1,146.48 | |
| + - | | | | | | | | Total | \$10,200.60 | |

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 | <u>Dates</u> | <u>Purpose</u> | <u>Location</u> | <u>Amount</u> |
|-------------------|--------------|---------------------------------------|-----------------|---------------|
| President and CEO | Oct, 2024 | Meal Expense - External Meeting | Calgary, AB | \$64.61 |
| President and CEO | Oct, 2024 | Parking Expense - External Meeting | Calgary, AB | \$25.46 |
| President and CEO | Dec, 2024 | Coffee with Mayor at Telus Convention | Calgary, AB | \$15.75 |
| President and CEO | Dec, 2024 | Meal Expense - Internal Meeting | Calgary, AB | \$83.93 |
| | | | Total | \$189.75 |