

SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY

EXPENSE REPORTING FOR THE PERIOD

April 01, 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.

<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>
Vice President Academic	Apr, 2024	CiCAN Conference	Ottawa					\$225.00	\$225.00
Vice President Academic	Apr, 2024	EURASHE Conference	Vienna, Austria					\$735.64	\$735.64
Vice President Academic	Apr, 2024	EURASHE Conference / American University of Sharjah Visit	UAE / Austria	\$10,559.71					\$10,559.71
Vice President Academic	May, 2024	EURASHE Conference	Vienna, Austria		\$255.04	\$600.37		\$62.73	\$918.14
Vice President Academic	May, 2024	Polytechnic Canada Showcase	Ottawa		\$77.36	\$1,171.08	\$28.60		\$1,277.04
Vice President Academic	May, 2024	American University of Sharjah Visit	Sharjah		\$10.50		\$62.95	\$44.12	\$117.57
Vice President Academic	May, 2024	EURASHE Conference / American University of Sharjah Visit	UAE / Austria	\$164.00					\$164.00
+ -								Total	\$13,997.10

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>
Vice President Academic	Apr, 2024	Parking Expense - External	Calgary, AB	\$5.25
Vice President Academic	May, 2024	CICan Parking	Calgary, AB	\$23.00
Vice President Academic	May, 2024	Government Services	Calgary, AB	\$5.00
			Total	\$33.25