

SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY

EXPENSE REPORTING FOR THE PERIOD

Oct 01, 2024 - Dec 31st, 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>Other</u>				<u>Total</u>	
				<u>Airfare</u>	<u>Transportation</u>	<u>Accommodation</u>	<u>Meals</u>		<u>Other</u>
Vice President Academic	Oct, 2024	Polytechnics Canada VPA Meeting and BCIT/NAIT/SAIT	Vancouver, BC	\$334.95					\$334.95
Vice President Academic	Oct, 2024	League for Innovation Fall Board Meeting	Dayton, OH		\$131.10	\$1,317.10	\$28.29	\$28.32	\$1,504.81
Vice President Academic	Nov, 2024	Polytechnics Canada VPA Meeting and BCIT/NAIT/SAIT	Vancouver, BC		\$33.14	\$906.81			\$939.95
Vice President Academic	Nov, 2024	Polytechnics Canada VPA Meeting	Vancouver, BC		\$84.48		\$62.20		\$146.68
Vice President Academic	Nov, 2024	IAU Conference 2024	Tokyo, Japan		\$568.68			\$26.98	\$595.66
Vice President Academic	Nov, 2024	IAU Conference 2024	Tokyo, Japan		\$15.75				\$15.75
Vice President Academic	Dec, 2024	Alberta Council of Senior Academic Officers	Calgary, AB					\$456.03	\$456.03
+ -								Total	\$3,993.83

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	Nov, 2024	Meal Expense - External Meeting		\$78.03
Vice President Academic	Dec, 2024	Meal Expense - External Meeting		\$221.80
			Total	\$299.83