

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 and foreign visa fees.

Position	Dates	Purpose	Destination	Other			Meals	Other	Total
				Airfare	Transportation	Accommodation			
VP Corporate Development	Jan, 2024	PIE Conference	London			\$1,324.53			\$1,324.53
VP Corporate Development	Jan, 2024	AIEA Conference	Washington	\$724.75				\$1,511.63	\$2,236.38
VP Corporate Development	Jan, 2024	Business in UAE	Dubai	\$12,251.97	\$144.57	\$453.85	\$319.59		\$13,169.98
VP Corporate Development	Feb, 2024	PIE Conference	London					\$2,718.49	\$2,718.49
VP Corporate Development	Feb, 2024	AIEA Conference	Washington		\$139.16	\$969.88	\$497.58		\$1,606.62
VP Corporate Development	Mar, 2024	CICan Conference	Ottawa					\$1,295.00	\$1,295.00
VP Corporate Development	Mar, 2024	Polytechnics Canada Conference	Ottawa	\$163.45		\$1,286.17		\$621.50	\$2,071.12
VP Corporate Development	Mar, 2024	PIE Conference	London		\$442.86		\$281.64		\$724.50
VP Corporate Development	Mar, 2024	National Dialogue on International Students	Ottawa	\$514.41					\$514.41
+ -								Total	\$25,661.03

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	Dates	Purpose	Location	Amount
VP Corporate Development	Feb, 2024	Parking Expense - External	Calgary	\$29.40
VP Corporate Development	Mar, 2024	Parking Expense - External	Calgary	\$33.60
Total				\$63.00