

# 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 and foreign visa 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>
VP Corporate Development	Jul, 2024	CBIE conference in November 2024	Ottawa	\$936.73				\$225.00	\$1,161.73
VP Corporate Development	Aug, 2024	CICan Global Engagement Mission	Vietnam/Thailand	\$600.00					\$600.00
VP Corporate Development	Aug, 2024	Conference-PIE Live North America:Nov 19 & 20, 2024	Boston, MA, USA					\$551.37	\$551.37
VP Corporate Development	Sep, 2024	EAIE conference	France	\$2,258.01	\$364.50		\$302.00		\$2,924.51
VP Corporate Development	Sep, 2024	APAIE 2025	Delhi	\$7,338.47					\$7,338.47
VP Corporate Development	Sep, 2024	Conference-PIE Live North America:Nov 19 & 20, 2024	Boston, MA, USA	\$2,737.42					\$2,737.42
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### 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>
VP Corporate Development	Sep, 2024	Business dinner with DM Shannon Marchand	Calgary, AB	\$116.03
VP Corporate Development	Sep, 2024	Parking - External Meeting	Calgary, AB	\$13.65
			<b>Total</b>	<b>\$129.68</b>