

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 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	Oct, 2024	Micro Credentials Forum	Edmonton, AB					\$210.00	\$210.00
VP Corporate Development	Nov, 2024	CBIE Conference	Ottawa		\$200.43	\$1,347.88	\$531.41		\$2,079.72
VP Corporate Development	Nov, 2024	PIE Conference	Boston, MA		\$169.04	\$1,409.28	\$418.47	\$20.34	\$2,017.13
VP Corporate Development	Nov, 2024	Micro Credentials Forum	Edmonton, AB		\$13.85	\$433.06	\$176.22		\$623.13
VP Corporate Development	Nov, 2024	Canadian Technology Accelerato	Calgary, AB		\$22.00				\$22.00
VP Corporate Development	Nov, 2024	YWCA Banff and SAIT Announcement	Banff, AB			(\$105.63)			(\$105.63)
VP Corporate Development	Dec, 2024	APAIE 2025 Conference	Dwarka, Delhi, India					\$1,146.48	\$1,146.48
+ -								Total	\$5,992.83

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>
VP Corporate Development	Oct, 2024	Meal Expense - External Meeting	Calgary, AB	\$212.61
			Total	\$212.61