

FN.11.1.1 Expenses

Schedule A: Expenses Not Eligible for Reimbursement

1. Airline lounge passes
2. Airline seat upgrade fees
3. Charges for failing to cancel transportation or accommodation
4. Credit card, hotel or any other type of loyalty program fees
5. Donations to not-for-profit charitable organizations (such as SAIT United Way, SAIT golf tournaments, SAIT food baskets, any fund raising for a political cause, etc.)
6. Equivalent dollar amount for costs not incurred such as use of airline reward points or other reward programs
7. Expenses related to vacation or personal days/activities while travelling for SAIT business purposes
8. Hotel services, such as mini bar, pay movies, exercise/spa facilities, etc.
9. In-flight services, such as headphone rentals, tablet rentals, books, magazines, in-flight internet charges, etc.
10. Interest charges on personal credit card balances
11. Medication, whether over-the-counter or by prescription
12. Parks Canada Pass - annual
13. Pet care
14. Providing scholarships
15. Ticket purchases related to SAIT fundraising events for which SAIT issues a tax receipt
16. Traffic fines
17. Travel companion's expenses
18. Dependent care costs that are not included in procedure FN11.1.1.3

February 15, 2023