

# SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY

## EXPENSE REPORTING FOR THE PERIOD

Jan 01, 2024- Mar 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.

<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>
Vice President Academic	Jan, 2024	KPMG PanGobal Board Meeting	Edmonton		\$322.91				\$322.91
Vice President Academic	Feb, 2024	Polytechnics Canada Conference	Ottawa					\$621.50	\$621.50
Vice President Academic	Feb, 2024	League of Innovation	Dallas	\$1,260.46					\$1,260.46
Vice President Academic	Feb, 2024	League Conference	Anaheim	\$127.78					\$127.78
Vice President Academic	Mar, 2024	Polytechnics Canada Conference	Ottawa	\$436.76					\$436.76
Vice President Academic	Mar, 2024	League of Innovation	Dallas	\$1,175.70	\$271.11	\$1,594.59	\$43.51	\$136.50	\$3,221.41
Vice President Academic	Mar, 2024	EAB Roundtable for Provosts	Washington	\$531.29	\$313.24	\$1,124.77	\$47.89		\$2,017.19
Vice President Academic	Mar, 2024	League Conference	Anaheim	\$1,358.18	\$303.98	\$720.62	\$26.45	\$1,772.01	\$4,181.24
+ -								<b>Total</b>	<b>\$12,189.25</b>

### 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>
		No Hosting/Work Expenses to report		
			<b>Total</b>	_____