

SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY

EXPENSE REPORTING FOR THE PERIOD

Jan 1, 2025 - Mar 31, 2025



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>
President and CEO	Jan, 2025	APAIE Conference	Delhi, India					(\$959.17)	(\$959.17)
President and CEO	Jan, 2025	BCCIE Conference	Whistler, BC					\$971.25	\$971.25
President and CEO	Jan, 2025	Polytechnics Conference	Winnipeg, MB					\$628.95	\$628.95
President and CEO	Jan, 2025	EAB Presidential Round table	Washington, D.C.	\$2,007.21					\$2,007.21
President and CEO	Jan, 2025	CICAN 2025 Leaders summit	Ottawa, ON					\$795.00	\$795.00
President and CEO	Feb, 2025	King Charles III Coronation Medal Ceremony	Halifax, NS	\$2,650.15		\$349.64			\$2,999.79
President and CEO	Feb, 2025	GEN ITE Conference	Singapore	\$7,040.17					\$7,040.17
President and CEO	Feb, 2025	EAB Presidential Round table	Washington, D.C.		\$196.07	\$1,909.42	\$94.38		\$2,199.87
President and CEO	Mar, 2025	Masse Conference	Hamburg, Germany	\$4,311.14	\$431.11				\$4,742.25
President and CEO	Mar, 2025	King Charles III Coronation Medal Ceremony	Halifax, NS		\$268.86	\$622.42	\$60.02	\$62.14	\$1,013.44
President and CEO	Mar, 2025	GEN ITE Conference	Singapore	\$5,619.87	\$26.21		\$232.85	\$121.85	\$6,000.78
President and CEO	Mar, 2025	CICAN 2025 Leaders summit	Ottawa, ON	\$2,021.68					\$2,021.68
								Total	\$29,461.22

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>
President and CEO	Jan, 2025	Parking Expense - External Meeting	Calgary, AB	\$27.10
President and CEO	Mar, 2025	Meal Expense - External Meeting	Calgary, AB	\$86.94
President and CEO	Mar, 2025	Parking Expense - External Meeting	Calgary, AB	\$36.00
Total				\$150.04