

Gilani Sweden Oracle Report, Dec. 2023

ORACLE Expense Report

PeopleSoft Expenses EXC4500

Report 0000001172	
Employee Kyana Gilani	Employee ID 11104680
Reference OCS	Business Purpose Conference

Expense Lines

Date	Expense Type	Non-Reimbursable	No Receipt	Receipt Required	Payment Type	Transaction Amount	Exchange Rate	Amount
Description	Additional Information			Merchant	Location			
11/28/2023	Airfare or train ticket			<input checked="" type="checkbox"/>	Reimburse to Employee	1,028.85 USD	1.00	1,028.85 USD
Extra luggage was purchased in order to bring a stand-up banner.								
10206								
11/28/2023	Perdiem Meals Incidental			<input checked="" type="checkbox"/>	Reimburse to Employee	103.00 USD	1.00	103.00 USD
10206								
11/28/2023	Taxi/Rideshare			<input checked="" type="checkbox"/>	Reimburse to Employee	150.74 USD	1.00	150.74 USD
10206								
11/28/2023	Lodging			<input checked="" type="checkbox"/>	Reimburse to Employee	515.96 USD	1.00	515.96 USD
Number of Nights: 3								
10206								
11/29/2023	Perdiem Meals Incidental			<input checked="" type="checkbox"/>	Reimburse to Employee	103.00 USD	1.00	103.00 USD
10206								
11/30/2023	Perdiem Meals Incidental			<input checked="" type="checkbox"/>	Reimburse to Employee	103.00 USD	1.00	103.00 USD
10206								
12/01/2023	Perdiem Meals Incidental			<input checked="" type="checkbox"/>	Reimburse to Employee	103.00 USD	1.00	103.00 USD
10206								

Employee Phone	Department 125	Entered By user KGILANI	Receipt	Creation Date 10/18/2023	Print Date 4/24/2024	Page Number Page 1 of 2
----------------	-------------------	----------------------------	---------	-----------------------------	-------------------------	----------------------------

ORACLE Expense Report

PeopleSoft Expenses EXC4500

Report 0000001172	
Employee Kyana Gilani	Employee ID 11104680
Reference OCS	Business Purpose Conference

Expense Lines

Date	Expense Type	Non-Reimbursable	No Receipt	Receipt Required	Payment Type	Transaction Amount	Exchange Rate	Amount
Description	Additional Information			Merchant	Location			
11/28/2023	Virtual/Remote Event Registrat			<input checked="" type="checkbox"/>	Reimburse to Employee	1,701.00 USD	1.00	1,701.00 USD
10206								
11/28/2023	Lodging Tax			<input checked="" type="checkbox"/>	Reimburse to Employee	70.36 USD	1.00	70.36 USD
10206								

Employee Expenses	3,878.91 USD
Cash Advances Applied	3,292.80 USD
Non-Reimbursable Expenses	0.00 USD
Prepaid Expenses	0.00 USD
Amount Due to Supplier	0.00 USD
Amount Due to Employee	586.11 USD

Employee Phone	Department 125	Entered By user KGILANI	Receipt	Creation Date 10/18/2023	Print Date 4/24/2024	Page Number Page 2 of 2
----------------	-------------------	----------------------------	---------	-----------------------------	-------------------------	----------------------------

Office of International Education

Peralta Community College District

MEMORANDUM

TO: Thomas Torres-Gil, Director of International Services and Student Support

FROM: Kyana Gilani, International Student Support Specialist

DATE: December 7, 2023

RE: DreamStudies SACO Educational Fair in Stockholm, Sweden November 2023 Expense Report

Attached is the **Expense Report for Travel Authorization 000000804** for **Kyana Gilani**. This is regarding the our OIE Recruitment trip to attend the SACO educational fair in Stockholm, Sweden on November 29th and 30th, 2023. The purpose was to promote and market the Peralta Colleges to Scandinavian students.

The OIE is currently targeting Swedish students. Through the Swedish Board of Student Finance (CSN), students from Sweden can attend foreign colleges at a low cost. SACO, the Swedish Confederation of Professional Associations, organize an annual educational fair for high school students in the Stockholm area. The Stockholm SACO-fair is the biggest student fair in Scandinavia. 21,138 visitors attended. Most visitors are high school seniors graduating in June 2024. Admission to the event was discounted and organized through our marketing partner DreamStudies. DreamStudies will also bring extra physical promotional PCCD materials to display on our behalf in the other Scandinavian fairs that we do not plan on attending in person. I also took this opportunity to visit the Stockholm office of another partner-agency, Keystone.

Itinerary

- November 28, 2023: dinner with DreamStudies and other Exhibitors of the fair in central Stockholm.
 - November 29 & 30, 2023: I attended the all-day SACO fair to pass out promotional material, collect leads, and make network with Swedish and other European universities and agencies
 - December 1, 2023: meeting with Keystone representative to discuss Keystone's focuses for 2024.
-

Gilani Sweden Oracle Report, Dec. 2023

Please note that I took some personal days in Stockholm and my dates reflect the extra time. I did not report any expenses for those dates.

If you have any questions about this overseas recruitment event, I'd be happy to answer them.



Meet 27 000 young Swedes

Saco Student Fairs are Sweden's largest venue for the choice of post-secondary education



Saco Student Fair is the place to be if you wish to reach out those who are about to make their choice of education, in Sweden and abroad.

Dates and venues for 2023/24

Saco Student Fair in Stockholm

29/11-30/11, 9.00 - 16.30

Exhibitors

Exhibitors are both Swedish and international universities and colleges, polytechnic educations, employers and organizations, agents as well as the organizer Saco with its professional associations who provide information about academic careers.

Recruiting in Sweden

Is it worth the effort? Absolutely! Swedish students are very keen to take on the adventure of studying in a foreign country. And the number of Swedes studying abroad has begun to increase again after the pandemic.

As many as 50% of Swedish high school graduates take one or a few years off before commencing their university studies. During that time, studies and travels abroad are popular activities.

21 000 Swedes studied abroad with CSN financing in 2021/22, a number which has still not quite reached the level before covid. There were 14 700 free-movers and 5 000 exchange students. 1 400 were enrolled in language studies.