



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 registration fee.

Position	Dates	Purpose	Destination	Other			Meals**	Other***	Total
				Airfare	Transportation*	Accommodation			
VP Corporate Development	Oct, 2015	VTEC GetEnergy Conference	Houston	\$1,257.23	\$266.69	\$536.63	\$48.39		\$2,108.94
VP Corporate Development	Nov, 2015	Embassy and Industry Meetings	Ottawa		\$254.11	\$988.48	\$89.58		\$1,332.17
VP Corporate Development	Nov, 2015	CBIE Conference Polytechnics Canada Meeting	Toronto		\$136.49	\$505.11	\$87.74	\$940.00	\$1,669.34
VP Corporate Development	Nov, 2015	CBIE Conference Polytechnics Canada Meeting Embassy and Industry Meetings	Toronto	\$1,021.39					\$1,021.39
VP Corporate Development	Nov, 2015	Skills and PSE Summit	Edmonton	\$374.98	\$86.50				\$461.48
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								Total	\$6,593.32

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.

Position	Dates	Purpose	Location	Amount
VP Corporate Development	Sep, 2015	Parking - External Meeting	Calgary	\$7.00
VP Corporate Development	Oct, 2015	Meal Expense - External Meeting	Calgary	\$134.75
VP Corporate Development	Oct, 2015	Parking - External Meeting	Calgary	\$12.00
VP Corporate Development	Nov, 2015	Parking - External Meeting	Calgary	\$19.65
VP Corporate Development	Nov, 2015	Meal Expense - External Meeting	Calgary	\$33.98
VP Corporate Development	Nov, 2015	Meal Expense - External Meeting - Indonesian Study Tour (21 people)	Calgary	\$1,027.76
VP Corporate Development	Dec, 2015	Meal Expense - External Meeting	Calgary	\$77.07
VP Corporate Development	Dec, 2015	Transportation - External Meeting	Calgary	\$9.50
			Total	\$1,321.71