



### 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

<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>
CFO and Senior Vice President		No activity to report for this period.							
+ -									<u>Total</u>

### 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>
CFO and Senior Vice President	Oct, 2015	Meal Expense - External Meeting	Calgary	\$12.98
CFO and Senior Vice President	Nov, 2015	Meal Expense - External Meeting - Senior Business Officers (17 people)	Calgary	\$937.63
CFO and Senior Vice President	Nov, 2015	Parking - External Meetings	Calgary	\$40.20
CFO and Senior Vice President	Dec, 2015	Meal Expense - External Meeting	Calgary	\$46.80
CFO and Senior Vice President	Dec, 2015	Parking - External Meetings	Calgary	\$10.00
			<u>Total</u>	<u>\$1,047.61</u>