

**1) Travel Expense and Professional Development**

This includes all reimbursable expenses for travel activities while on SAIT business, attendance at and/or presenting at conferences, participating with professional organizations and participating in professional development.

* "Other Transportation" includes public transportation, rental cars, taxi, car service fees, parking, mileage, etc.

** "Meals" at SAIT are reimbursed based on approved receipts for each meal incurred while on business travel.

*** "Other" includes conference and professional development registration fees, daily incidentals on a per diem basis and other miscellaneous travel expenses.

<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									
+	-								<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	Jul, 2013	Meal Expense - Meeting External Consultants	Calgary	\$92.94
CFO	Jul, 2013	Meal Expense - Internal Meetings	Calgary	\$75.19
CFO	Aug, 2013	Parking - External Relations Group Meeting	Calgary	\$8.00
CFO	Aug, 2013	Meal Expense - Internal Meeting	Calgary	\$40.28
CFO	Sep, 2013	Meal Expense - Internal Meeting	Calgary	\$22.34
CFO	Sep, 2013	Parking - External Meeting	Calgary	\$20.00
+	-		<u>Total</u>	<u>\$258.75</u>