



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 fees and 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 & Senior Vice President	Aug, 2014	NAIT Meeting	Edmonton			\$174.02			\$174.02
CFO & Senior Vice President	Sep, 2014	Pan Global Meeting	Edmonton	\$974.92	\$77.33			\$27.30	\$1,079.55
CFO & Senior Vice President	Sep, 2014	"Think Lean" Conference	Calgary				\$24.15		\$24.15
CFO & Senior Vice President	Sep, 2014	Art of Leadership	Calgary					\$418.95	\$418.95
CFO & Senior Vice President	Oct, 2014	PIN Conference	Seoul Incheon	\$4,851.37					\$4,851.37
+ -								<u>Total</u>	<u>\$6,548.04</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 & Senior Vice President	Aug, 2014	Meal Expenses - External Meeting	Calgary	\$42.30
CFO & Senior Vice President	Sep, 2014	Meal Expenses - External Meeting	Calgary	\$81.00
			<u>Total</u>	<u>\$123.30</u>