



### 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 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	Oct, 2014	PIN Conference	Seoul Incheon		\$86.56	\$1,745.52	\$154.41		\$1,986.49
CFO & Senior Vice President	Nov, 2014	Canadian Pete Hall of Fame Induction Ceremony	Edmonton	\$569.36	\$111.20			\$27.30	\$707.86
CFO & Senior Vice President	Dec, 2014	Hewlett Packard (HP) Meeting	San Francisco	\$392.24		\$524.92		\$56.70	\$973.86
+ -								<b>Total</b>	<b>\$3,668.21</b>

### 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	Oct, 2014	Meal Expense - External Meeting	Calgary	\$66.75
CFO & Senior Vice President	Nov, 2014	AAHEIT Meeting	Calgary	\$13.65
CFO & Senior Vice President	Nov, 2014	Meal Expense - External Meeting	Calgary	\$80.35
CFO & Senior Vice President	Dec, 2014	AAHEIT Meeting	Calgary	\$13.65
CFO & Senior Vice President	Dec, 2014	Meal Expense - External Meeting	Calgary	\$51.00
			<b>Total</b>	<b>\$225.40</b>