



### 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.

Position	Dates	Purpose	Destination	Other			Meals**	Other***	Total
				Airfare	Transportation*	Accommodation			
CFO and Senior Vice President	Jan, 2015	Finance Minister Joe Oliver: The financial state of our nation	Calgary					\$82.95	\$82.95
CFO and Senior Vice President	Jan, 2015	Pan Global Board Meeting	Edmonton	\$700.40	\$90.90	\$195.35	\$26.57	\$56.70	\$1,069.92
CFO and Senior Vice President	Feb, 2015	KPMG Education Symposium	Vancouver	\$531.35	\$68.00	\$175.92	\$34.26	\$56.70	\$866.23
+ -								<b>Total</b>	<b>\$2,019.10</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.

Position	Dates	Purpose	Location	Amount
CFO and Senior Vice President	Jan, 2015	Parking - External Meeting	Calgary	\$4.50
CFO and Senior Vice President	Jan, 2015	Meal Expense - External Meetings	Calgary	\$23.10
CFO and Senior Vice President	Feb, 2015	Meal Expense - External Meetings	Calgary	\$35.73
CFO and Senior Vice President	Mar, 2015	Meal Expense - External Meeting	Calgary	\$7.95
			<b>Total</b>	<b>\$71.28</b>