



### 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.

Position	Dates	Purpose	Destination	Other			Meals**	Other***	Total
				Airfare	Transportation*	Accommodation			
CFO and Senior Vice President	Apr, 2015	SBO Meeting	Edmonton	\$434.60		\$156.06		\$19.90	\$610.56
CFO and Senior Vice President	Jun, 2015	SBO Meeting	Lethbridge			\$133.42	\$93.60		\$227.02
CFO and Senior Vice President	Jun, 2015	Compass Group Meeting	Edmonton			\$223.42			\$223.42
+ -								<b>Total</b>	<b>\$1,061.00</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	Apr, 2015	Meal Expense - External Meetings	Calgary	\$87.22
CFO and Senior Vice President	May, 2015	Meal Expense - External Meetings	Calgary	\$129.27
CFO and Senior Vice President	May, 2015	Council of President's Meeting	Calgary	\$14.18
CFO and Senior Vice President	Jun, 2015	Meal Expense - External Meetings	Calgary	\$63.45
CFO and Senior Vice President	Jun, 2015	AAHEIT Meeting	Edmonton	\$197.25
CFO and Senior Vice President	Jun, 2015	MRU Team Presentation	Calgary	\$7.00
			<b>Total</b>	<b>\$498.37</b>