



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 based on approved receipts for each meal incurred while on business travel.

*** "Other" includes a membership fee, 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	Jan, 2014	Financial Executives International Membership						\$840.00	\$840.00
CFO & Senior Vice President	Jan, 2014	Hillary Clinton Breakfast Event	Calgary					\$315.00	\$315.00
CFO & Senior Vice President	Jan, 2014	Senior Business Officers Meeting	Edmonton	\$361.46	\$229.80	\$246.45			\$837.71
CFO & Senior Vice President	Feb, 2014	KPMG Advanced Education Symposium	Edmonton	\$611.26	\$58.19	\$223.42	\$8.40		\$901.27
CFO & Senior Vice President	Feb, 2014	Funding Model Meeting	Banff					\$9.80	\$9.80
CFO & Senior Vice President	Mar, 2014	Leadership Excellence Conference	Calgary					\$330.66	\$330.66
+ -								Total	\$3,234.44

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	Jan, 2014	Meal Expenses - Internal and External Meetings	Calgary	\$111.18
CFO & Senior Vice President	Jan, 2014	Meal Expenses - External Meeting	Edmonton	\$54.04
CFO & Senior Vice President	Feb, 2014	Parking - External Meeting	Calgary	\$10.00
CFO & Senior Vice President	Feb, 2014	Meal Expenses - Internal and External Meetings	Calgary	\$159.87
CFO & Senior Vice President	Mar, 2014	Meal Expenses - Internal and External Meetings	Calgary	\$128.36
			Total	\$463.45