



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 event registration fees and an annual membership fee.

Position	Dates	Purpose	Destination	Airfare	Other			Meals**	Other***	Total
					Transportation*	Accommodation				
CFO	Oct, 2013	Polytechnics Canada Annual Student Applied Research Showcase Registration	Calgary					\$250.00	\$250.00	
CFO	Oct, 2013	Air Canada Annual Membership	Calgary					\$437.00	\$437.00	
CFO	Nov, 2013	ITE College Grand Opening	Singapore	\$5,018.31	\$69.69	\$1,490.36	\$155.38		\$6,733.74	
+ -								Total	\$7,420.74	

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	Oct, 2013	Meal Expense - Internal Meeting	Calgary	\$35.36
CFO	Nov, 2013	Meal Expense - Internal Meeting	Calgary	\$126.62
CFO	Nov, 2013	"In Conversation With Premier Redford" Event	Calgary	\$50.00
CFO	Dec, 2013	Parking - External Meeting	Calgary	\$10.50
CFO	Dec, 2013	Meal Expense - Internal and External Meetings	Calgary	\$177.41
			Total	\$399.89