



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 registration fees.

<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>
Interim Vice President Academic	Jan, 2014	Campus Alberta Quality Council Meeting	Edmonton	\$462.26	\$25.20				\$487.46
Interim Vice President Academic	Mar, 2014	Chamber of Commerce Event	Calgary					\$61.95	\$61.95
Interim Vice President Academic	Mar, 2014	Polytechnics Canada Annual Conference	Ottawa					\$300.00	\$300.00
+ -								Total	\$849.41

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>
			Total	