



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 fee.

Position	Dates	Purpose	Destination	Other			Meals**	Other***	Total
				Airfare	Transportation*	Accommodation			
President and CEO	Sep, 2015	TAFE Directors Australia National Conference Boxhill, Tribal Group & Sky Software Meetings	Australia		\$90.62		\$13.72		\$104.34
President and CEO	Nov, 2015	CBIE Conference Polytechnics Canada Meeting NSERC Committee on Partnerships Meeting	Toronto	\$280.00	\$288.22	\$716.65	\$316.40	\$1,170.00	\$2,771.27
President and CEO	Nov, 2015	Embassy and Industry Meetings	Toronto				\$20.08		\$20.08
President and CEO	Nov, 2015	Skills and PSE Summit	Edmonton	\$302.53		\$234.64	\$31.10		\$568.27
President and CEO	Dec, 2015	League For Innovations Conference	Chicago			\$318.39			\$318.39
+ -								Total	\$3,782.35

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
President and CEO	Aug, 2015	Meal Expense - External Meeting	Vancouver	\$7.67
President and CEO	Sep, 2015	Meal Expense - External Meeting - Yunnan Provincial Education (8 people)	Calgary	\$515.60
President and CEO	Oct, 2015	Meal Expense - External Meeting	Calgary	\$55.39
President and CEO	Oct, 2015	Parking - External Meeting	Calgary	\$29.40
President and CEO	Nov, 2015	Meal Expense - External Meeting	Calgary	\$11.54
President and CEO	Nov, 2015	Parking - External Meeting	Calgary	\$70.25
President and CEO	Dec, 2015	Parking - External Meeting	Calgary	\$55.35
President and CEO	Dec, 2015	Meal Expense - External Meeting	Calgary	\$128.02
			Total	\$873.22