



### 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 conference and professional development 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>
President & CEO	Aug, 2013	NSERC Conference	Ottawa				\$74.98		\$74.98
President & CEO	Aug, 2013	Oilmen's Executive Conference	Banff		\$25.00			\$1,500.00	\$1,525.00
President & CEO	Aug, 2013	National Skills Summit	Ottawa					\$875.00	\$875.00
President & CEO	Sep, 2013	CBIE National Conference	Vancouver					\$930.00	\$930.00
President & CEO	Sep, 2013	ILN Leadership Conference	Vancouver					\$375.00	\$375.00
President & CEO	Sep, 2013	eCampus Alberta Meeting	Edmonton	\$514.76	\$122.00				\$636.76
President & CEO	Sep, 2013	PCL Donation Announcement	Edmonton	\$601.91		\$209.33	\$17.40		\$828.64
President & CEO	Sep, 2013	Strategic Planning Facilitator Interview	Vancouver	\$554.66					\$554.66
President & CEO	Sep, 2013	NSERC Meeting	Ottawa		\$34.25		\$16.04		\$50.29
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								<b>Total</b>	<b>\$5,850.33</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.

<u>Position</u>	<u>Dates</u>	<u>Purpose</u>	<u>Location</u>	<u>Amount</u>
President & CEO	Jul, 2013	SAIT/NAIT Joint Executive Meeting	Red Deer	\$986.19
President & CEO	Jul, 2013	Parking - Internal Meetings	Calgary	\$53.95
President & CEO	Jul, 2013	Meal Expenses - Internal and External Meetings	Calgary	\$86.71
President & CEO	Aug, 2013	Meal Expenses - Internal Meetings	Calgary	\$53.53
President & CEO	Aug, 2013	Taxi - External Meeting	Calgary	\$20.00
President & CEO	Aug, 2013	Meetings - External Consultants	Calgary	\$182.57
President & CEO	Aug, 2013	Parking - Internal Meeting	Calgary	\$10.00
President & CEO	Sep, 2013	Calgary Chamber of Commerce Speaker Event	Calgary	\$747.60
			<b>Total</b>	<b>\$2,140.55</b>