



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 and a travel visa.

Position	Dates	Purpose	Destination	Other					Total
				Airfare	Transportation*	Accommodation	Meals**	Other***	
President & CEO	Apr, 2013	Building International Relationships - Presentation to Polytechnic Conference	Hong Kong	\$4,663.10	\$162.75	\$430.37	\$9.17	\$400.25	\$5,665.64
President & CEO	Apr, 2013	Post-Secondary Institutes President's Meeting	Edmonton	\$844.46	\$52.00	\$178.51	\$7.95		\$1,082.92
President & CEO	Apr, 2013	SAIT Executive Management Meetings	Calgary		\$90.00	\$718.75	\$34.94		\$843.69
President & CEO	Apr, 2013	Suncor - Oil Sands Tour	Fort McMurray	\$830.81	\$25.20		\$16.46		\$872.47
President & CEO	May, 2013	Council of Presidents	Edmonton			\$341.43			\$341.43
President & CEO	May, 2013	Executive Committee Meeting	Calgary	\$628.16					\$628.16
President & CEO	May, 2013	NSERC	Ottawa		\$70.00				\$70.00
President & CEO	May, 2013	Polytechnics Conference	Toronto		\$64.00		\$9.64	\$250.00	\$323.64
President & CEO	May, 2013	PSAB Conference	Ottawa	\$1,631.70	\$75.60		\$83.16		\$1,790.46
President & CEO	Jun, 2013	ACCC Conference	Penticton		\$45.00	\$358.66	\$69.59	\$1,325.00	\$1,798.25
President & CEO	Jun, 2013	Post-Secondary Institutes President's Meeting	Edmonton	\$531.56	\$25.20		\$8.20		\$564.96
								Total	\$13,981.62

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 & CEO	Apr, 2013	Meal Expenses - External Meetings	Alberta	\$23.08
President & CEO	May, 2013	Parking - External Meetings	Alberta	\$26.00
President & CEO	Jun, 2013	Campus Alberta Strategic Directions Committee Meeting	Edmonton	\$4.10
President & CEO	Jun, 2013	Lunch Meeting - External Consultants	Calgary	\$79.49
President & CEO	Jun, 2013	Lunch Meeting - Flood Strategy and Response	Calgary	\$105.45
President & CEO/1/13	Jun, 2013	Parking - Meeting with the Board of Governors	Calgary	\$24.00
Total				\$262.12