SAIT POLYTECHNIC

EXPENSE REPORTING

Apr 01, 2014 to Jun 30, 2014

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 and miscellaneous travel expenses.

Position	Dates	Purpose	Destination	Airfare	Other Transportation*	Accommodation	Meals**	Other***	Total
President & CEO	Apr, 2014	ACCC Conference	Ottawa	($1,205.00)					($1,205.00)
President & CEO	Apr, 2014	Employment in the Public Sector Conference	Edmonton		$10.00	$178.32	$73.21		$261.53
President & CEO	Apr, 2014	Innovation Forum	Edmonton	$474.86	$182.30		$13.96		$671.12
President & CEO	Apr, 2014	International Education Strategy	Ottawa					$375.00	$375.00
President & CEO	Apr, 2014	Pacific NorthWest Economic Region 24th Annual Summit	Vancouver					$674.88	$674.88
President & CEO	Apr, 2014	Western Business Outlook Conference	Calgary					$295.00	$295.00
President & CEO	May, 2014	Government of Alberta Three Priority Projects Meeting	Edmonton	$472.71	$77.00	$239.14	$75.22	$25.20	$889.27
President & CEO	May, 2014	Research Partnerships Committee Meeting	Ottawa		$34.50		$38.73	$50.40	$123.63
President & CEO	May, 2014	NSERC Business Meeting	Ottawa		$34.36		$21.39		$55.75
President & CEO	May, 2014	Polytechnics Canada & CBIE International Leaders Network Conferences	Ottawa		$94.89	$843.87	$189.08	$300.00	$1,427.84
President & CEO	Jun, 2014	CCAE National conference	Edmonton	$439.79			$21.90	$28.00	$489.69
President & CEO	Jun, 2014	Community College Baccalaureate Association Conference	California				$5.94		$5.94
President & CEO	Jun, 2014	Kazakhstan Project	London	$6,140.38	$167.28	$2,561.86	$217.29		$9,086.82
President & CEO	Jun, 2014	NAIT/SAIT Executive Committee Meeting	Edmonton	$475.70	$80.00		$9.00	$27.30	$592.00
President & CEO	Jun, 2014	Scotland Meetings	Aberdeen	$576.59	$61.00	$1,040.53	$196.91		$1,875.03
								Total	**$15,618.50**

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, 2014	Parking - External Meeting	Calgary	$25.00
President & CEO	Apr, 2014	Parking - Strategic Planning Industry Meeting	Calgary	$121.80
President & CEO	May, 2014	Parking - Canadian Ambassador to Korea Presentation	Calgary	$10.75
President & CEO	Jun, 2014	Meal Expenses - External Meeting	Calgary	$295.65
President & CEO	Jun, 2014	Meal Expenses - External Meeting	London	$402.02
President & CEO	Jun, 2014	Meal Expenses - Internal Meeting	Calgary	$103.85
President & CEO	Jun, 2014	Parking - External Meeting	Calgary	$2.50
President & CEO	Jun, 2014	Parking - Global Business Centre Conference	Calgary	$11.50
			Total	**$973.07**