



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 and miscellaneous travel expenses.

Position	Dates	Purpose	Destination	Other				Total	
				Airfare	Transportation*	Accommodation	Meals**		Other***
President and CEO	Nov, 2015	CBIE Meeting	Ottawa		\$10.00			\$10.00	
President and CEO	Nov, 2015	NSERC Meeting	Ottawa			\$182.73		\$182.73	
President and CEO	Jan, 2016	Polytechnics Canada Meeting	Ottawa		\$202.34	\$1,160.40	\$136.44	\$1,499.18	
President and CEO	Feb, 2016	Association of International Education	Montreal					\$1,217.98	
President and CEO	Feb, 2016	CBIE Meeting	Ottawa	\$650.40	\$163.92		\$27.61	\$841.93	
President and CEO	Feb, 2016	Champions Land	Okotoks				\$42.48	\$42.48	
President and CEO	Feb, 2016	Meeting with Deputy Minister	Edmonton		\$48.01	\$364.88	\$22.01	\$7.50	
President and CEO	Mar, 2016	Camosun College & Royal Roads Meeting	Victoria		\$120.38	\$149.83		\$270.21	
President and CEO	Mar, 2016	CCBA & League of Innovations Conference	Chicago	\$2,746.73	\$147.60	\$835.59	\$211.60	\$922.66	
President and CEO	Mar, 2016	CCBA Conference	Florida					\$550.75	
President and CEO	Mar, 2016	Meeting with Prime Minister	Calgary	\$748.91			\$14.23	\$763.14	
President and CEO	Mar, 2016	Travel/Paper work - Kazakhstan trip	Kazakhstan					\$642.07	
President and CEO	Mar, 2016	Western Business Outlook	Calgary		\$44.10			\$44.10	
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								Total	\$11,371.15

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	Jan, 2016	Meals - External Meeting - 2 people	Calgary	\$26.21
President and CEO	Jan, 2016	Meals - External Meeting - 3 people	Calgary	\$106.08
President and CEO	Jan, 2016	Parking - External Meetin	Calgary	\$16.00
President and CEO	Feb, 2016	Meals - External Meeting - 2 people	Calgary	\$43.47
President and CEO	Feb, 2016	Parking - External Meetin	Calgary	\$9.25
President and CEO	Mar, 2016	Parking - External Meetin	Calgary	\$7.50
			Total	\$208.51