



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 fees and miscellaneous travel expenses.

| Position | Dates | Purpose | Destination | Other | | | Meals** | Other*** | Total |
|-------------------|-----------|--|-------------|-------------|-----------------|---------------|----------|--------------|--------------------|
| | | | | Airfare | Transportation* | Accommodation | | | |
| President and CEO | Feb, 2016 | CBIE Meeting | Ottawa | | | | \$30.00 | | \$30.00 |
| President and CEO | Feb, 2016 | Council of Post-secondary Presidents of Alberta | Edmonton | \$237.49 | | | \$35.00 | | \$272.49 |
| President and CEO | Mar, 2016 | CCBA & League of Innovations Conference | Chicago | \$525.80 | | | \$4.15 | | \$529.95 |
| President and CEO | Mar, 2016 | President's Roundtable at Petroleum Club | Calgary | | \$38.85 | | | | \$38.85 |
| President and CEO | Apr, 2016 | NAFSA Conference | Denver | | | \$130.13 | | | \$130.13 |
| President and CEO | Apr, 2016 | Meetings with Kazakhstan Minister of Education | Kazakhstan | \$18,179.05 | \$62.75 | \$1,156.72 | \$124.23 | \$654.00 | \$20,176.75 |
| President and CEO | May, 2016 | CICan Conference | Quebec City | \$1,461.07 | \$144.18 | \$1,178.16 | \$223.86 | \$1,270.00 | \$4,277.27 |
| President and CEO | May, 2016 | Georgian College Panel Participation | Barrie | \$1,590.91 | \$184.86 | | \$53.79 | | \$1,829.56 |
| President and CEO | May, 2016 | NSERC Committee on Research Partnerships | Ottawa | \$645.88 | \$145.86 | \$168.77 | \$50.06 | | \$1,010.57 |
| President and CEO | Jun, 2016 | Calgary Homeless Foundation Board meeting | Calgary | | \$20.00 | | | | \$20.00 |
| President and CEO | Jun, 2016 | CED Global Petroleum Show VIP International Business | Calgary | | \$15.00 | | | \$25.00 | \$40.00 |
| President and CEO | Jun, 2016 | International Congress on VPET | Switzerland | \$4,899.92 | \$24.19 | \$1,090.44 | \$20.38 | \$702.35 | \$6,737.28 |
| President and CEO | Jun, 2016 | Business Development for SAIT | London | \$4,899.92 | \$68.34 | \$1,428.11 | \$43.89 | | \$6,440.26 |
| President and CEO | Nov, 2016 | CBIE Meeting | Ottawa | | | | | \$865.00 | \$865.00 |
| + - | | | | | | | | | |
| | | | | | | | | Total | \$42,398.11 |

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 | Apr, 2016 | Meals - External Meeting - 3 people | Calgary | \$106.50 |
| President and CEO | Jun, 2016 | Meals - External Meeting - 2 people | London | \$105.19 |
| President and CEO | Jun, 2016 | Meals - External Meeting - 3 people | Switzerland | \$117.44 |
| | | | Total | \$329.13 |