SAIT POLYTECHNIC

EXPENSE REPORTING

Jul 01, 2014 to Sep 30, 2014

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	Airfare	Other Transportation*	Accommodation	Meals**	Other***	Total
President & CEO	May, 2014	Three Priority Projects	Edmonton		$10.00				$10.00
President & CEO	Jun, 2014	CCAE National Conference	Edmonton		$20.01		$2.39		$22.40
President & CEO	Jul, 2014	Kazakhstan Project	London		$12.81				$12.81
President & CEO	Jul, 2014	Scotland Meetings	Scotland		$228.75				$228.75
President & CEO	Jul, 2014	International Congress on Vocational & Professional Education & Training Conference	Switzerland					$860.92	$860.92
President & CEO	Jul, 2014	Meeting of PSI Presidents and Board Chairs	Edmonton	$490.93	$158.00			$27.30	$676.23
President & CEO	Jul, 2014	Pacific Northwest Economic Region Summit	Whistler		$158.00	$1,809.84	$145.23	$132.99	$2,246.06
President & CEO	Aug, 2014	Alberta Employer Advisory Council Meeting Employment in the Public Sector Advisory Council Meeting	Edmonton	$461.00					$461.00
President & CEO	Sep, 2014	Polytechnics Canada Student Applied Research Showcase	Ottawa					$126.00	$126.00
President & CEO	Sep, 2014	Govt. of Canada Finance Committee Testimony Meeting Polytechnics Canada Meeting CBIE New Board Member Orientation	Ottawa	$1,631.70					$1,631.70
President & CEO	Sep, 2014	Western Canada College Presidents Meeting	Vancouver	$1,169.96					$1,169.96
								Total	**$7,445.83**

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	Jul, 2014	Parking - External Meeting	Calgary	$68.25
President & CEO	Aug, 2014	Meal Expenses - External Meeting	Calgary	$37.55
President & CEO	Aug, 2014	Parking - External Meeting	Calgary	$16.75
President & CEO	Sep, 2014	Meal Expenses - External Meeting	Calgary	$137.83
President & CEO	Sep, 2014	Parking - External Meeting	Calgary	$148.80
			Total	**$409.18**