



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	May, 2015	Polytechnics Canada Conference	Regina		\$15.00				\$15.00
President and CEO	May, 2015	CBIE Internationalization Leaders' Network	Ottawa				\$4.53		\$4.53
President and CEO	Jun, 2015	Oil Council's Africa Assembly Meeting	Paris		\$70.32		\$22.77		\$93.09
President and CEO	Jul, 2015	Meeting with Kasipkor & Tribal Group Meeting	London		\$132.50	\$1,484.42	\$88.66		\$1,705.58
President and CEO	Jul, 2015	TAFE Directors Australia National Conference	Australia					\$572.29	\$572.29
President and CEO	Aug, 2015	Attending Meetings in Vancouver	Vancouver			\$1,728.23	\$100.24	\$123.25	\$1,951.72
President and CEO	Sep, 2015	TAFE Directors Australia National Conference Boxhill, Tribal Group & Sky Software Meetings	Australia	\$12,379.58	\$106.70	\$1,811.23	\$342.06	\$100.23	\$14,739.80
								Total	\$19,082.01

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	Jul, 2015	Parking - External Meeting	Calgary	\$6.00
President and CEO	Jul, 2015	Premier's Breakfast Event	Calgary	\$3.15
President and CEO	Jul, 2015	Meal Expense - External Meeting	Calgary	\$82.72
President and CEO	Jul, 2015	Transportation- External Meeting	Calgary	\$67.10
President and CEO	Aug, 2015	Meal Expense - External Meeting	Calgary	\$46.79
President and CEO	Sep, 2015	Premier Notley Luncheon - Calgary Chamber of Commerce	Calgary	\$539.70
President and CEO	Sep, 2015	Meal Expense - External Meeting	Calgary	\$515.60
President and CEO	Sep, 2015	Transportation - External Meeting	Calgary	\$9.50
Total				\$1,270.56