



### 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	Nov, 2014	BC Business Council Summit	Vancouver				\$9.65		\$9.65
President and CEO	Nov, 2014	NSERC Committee on Research Partnerships Meeting	Ottawa		\$10.00		\$6.18		\$16.18
President and CEO	Nov, 2014	Polytechnics Canada Conference	Vancouver				\$7.33		\$7.33
President and CEO	Dec, 2014	2014 Global Innovation Summit	Banff				\$32.40		\$32.40
President and CEO	Dec, 2014	Polytechnics Canada National Strategy	Ottawa				\$24.89		\$24.89
President and CEO	Jan, 2015	Finance Minister Joe Oliver: The financial state of our nation	Calgary					\$82.95	\$82.95
President and CEO	Feb, 2015	CBIE Board Meeting	Ottawa	\$2,031.46	\$72.30		\$91.13		\$2,194.89
President and CEO	Feb, 2015	Western Business Outlook 2015	Calgary					\$295.00	\$295.00
President and CEO	Mar, 2015	10 Flight Pass Credits	Various Locations	\$8,158.50					\$8,158.50
President and CEO	Mar, 2015	2015 Budget for Post-secondary Board Chairs and Presidents Meeting	Edmonton			\$365.19	\$33.76	\$12.00	\$410.95
President and CEO	Mar, 2015	CICan 2015 Conference	Winnipeg					\$825.00	\$825.00
President and CEO	Mar, 2015	Polytechnics Canada Annual Conference	Saskatchewan					\$315.00	\$315.00
								<b>Total</b>	<b>\$12,372.74</b>

### 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, 2015	Meal Expense - External Meeting	Calgary	\$8.45
President and CEO	Jan, 2015	Parking - External Meetings	Calgary	\$59.25
President and CEO	Mar, 2015	Campus Alberta Strategic Directions Committee Meeting	Calgary	\$19.25
President and CEO	Mar, 2015	Parking - External Meetings	Calgary	\$25.00
President and CEO	Mar, 2015	Public Policy Forum Meeting	Calgary	\$37.80
President and CEO	Mar, 2015	Finance Minister Robin Campbell: Alberta's 2015 budget	Calgary	\$331.80
President and CEO	Mar, 2015	Meal Expense - External Meeting	Calgary	\$51.94
President and CEO	Mar, 2015	Meal Expense - External Meeting	Edmonton	\$111.69
<b>Total</b>				<b>\$645.18</b>