



### 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	Apr, 2015	Council of Canadian CEO's Meeting	Ottawa	\$67.20	\$48.07	\$463.24	\$72.66		\$651.17
President and CEO	May, 2015	CBIE Internationalization Leaders' Network	Ottawa		\$157.47	\$370.12	\$108.00	\$478.75	\$1,114.34
President and CEO	May, 2015	Polytechnics Canada Conference	Regina	\$567.26		\$609.54	\$70.30	\$56.70	\$1,303.80
President and CEO	May, 2015	CICan Conference	Winnipeg	\$944.21	\$41.20	\$588.88	\$139.37	\$85.05	\$1,798.71
President and CEO	May, 2015	Operational Excellence in Oil and Gas Calgary 2016	Calgary					\$1,993.95	\$1,993.95
President and CEO	Jun, 2015	Grand Prairie Regional College & Seven Generations Meeting	Grand Prairie	\$356.08		\$204.71	\$29.76	\$56.70	\$647.25
President and CEO	Jun, 2015	Meeting with Kasipkor & Tribal Group Meeting	London	\$6,220.67	\$585.12	\$2,087.72	\$224.88		\$9,118.39
President and CEO	Jun, 2015	Oil Council's Africa Assembly Meeting	Paris			\$3,208.82	\$322.08		\$3,530.90
								<b>Total</b>	<b>\$20,158.51</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	Mar, 2015	Western Business Outlook 2015 Meeting	Calgary	\$25.00
President and CEO	Apr, 2015	Parking - External Meeting	Calgary	\$29.40
President and CEO	Apr, 2015	New West Partnership Meeting	Calgary	\$869.26
President and CEO	Apr, 2015	Council of Canadian CEO's Meeting	Ottawa	\$39.35
President and CEO	May, 2015	CICan Conference	Winnipeg	\$49.94
President and CEO	Jun, 2015	Parking - External Meeting	Calgary	\$145.95
President and CEO	Jun, 2015	Operational Excellence in Oil and Gas Show	Calgary	\$24.00
President and CEO	Jun, 2015	SAIT Leadership Summit	Calgary	\$22.00
<b>Total</b>				<b>\$1,204.90</b>