



1) Travel Expense and Professional Development

This includes all reimbursable expenses for travel activities while on SAIT business, attendance at and/or presenting at conferences, participating with professional organizations and participating in professional development.

* "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 & CEO	Jan, 2014	Hillary Clinton Breakfast Event	Calgary					\$315.00	\$315.00
President & CEO	Jan, 2014	Council of Presidents & AB Gov. Meeting	Edmonton	\$483.26	\$170.40	\$352.23		\$37.02	\$1,042.91
President & CEO	Jan, 2014	eCampus Meeting - NorQuest College	Edmonton				\$6.29		\$6.29
President & CEO	Jan, 2014	ACCC National Summit	Ottawa		\$10.00		\$8.79		\$18.79
President & CEO	Jan, 2014	CBIE International Leaders Network Conference	Vancouver		\$45.00				\$45.00
President & CEO	Feb, 2014	KPMG Advanced Education Symposium	Edmonton	\$525.26	\$184.40	\$300.30			\$1,009.96
President & CEO	Feb, 2014	High Level Consultation on Education with China	Edmonton	\$487.46	\$173.40	\$253.24	\$8.28		\$922.38
President & CEO	Mar, 2014	Community College Baccalaureate Association Conference	California	\$846.82	\$244.99	\$1,034.39		\$89.25	\$2,215.45
President & CEO	Mar, 2014	Renewal & Change 2020 Roundtable	New York	\$1,975.73	\$155.40	\$1,256.67	\$28.70		\$3,416.50
President & CEO	Mar, 2014	ACCC Conference	Ottawa	\$1,205.00					\$1,205.00
President & CEO	Mar, 2014	Polytechnics Canada Annual Conference	Ottawa					\$300.00	\$300.00
								Total	\$10,497.28

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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	Jan, 2014	Meal Expenses - Internal Meetings	Calgary	\$409.94
President & CEO	Jan, 2014	Parking - External Meetings	Calgary	\$56.25
President & CEO	Feb, 2014	Meal Expenses - Internal Meetings	Calgary	\$84.76
President & CEO	Feb, 2014	Parking - Internal and External Meetings	Calgary	\$35.00
President & CEO	Mar, 2014	Meal Expenses - Internal Meetings	Calgary	\$1,263.82
President & CEO	Mar, 2014	Parking - External Meetings	Calgary	\$54.90
Total				\$1,904.67