



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 event registration fees, association memberships, and other miscellaneous travel expenses.

Position	Dates	Purpose	Destination	Other					Total
				Airfare	Transportation*	Accommodation	Meals**	Other***	
President & CEO	Oct, 2013	NSERC Conference	Ottawa		\$69.99				\$69.99
President & CEO	Oct, 2013	Polytechnics Canada Annual Student Applied Research Showcase Registration	Calgary					\$250.00	\$250.00
President & CEO	Oct, 2013	Baccalaureate & Applied Studies Institutions and Polytechnic Institutions Meeting	Edmonton	\$590.36	\$111.40	\$148.20	\$22.90		\$872.86
President & CEO	Oct, 2013	Association of Canadian Community Colleges Conference	Ottawa		\$153.61	\$821.09	\$31.25		\$1,005.95
President & CEO	Oct, 2013	NSERC Meeting	Ottawa		\$79.53				\$79.53
President & CEO	Nov, 2013	Skills and Post-Secondary Education Summit	Toronto		\$150.80	\$837.56	\$297.57	\$54.46	\$1,340.39
President & CEO	Nov, 2013	Canadian Bureau for International Education - 2013 Annual Conference	Vancouver	\$565.16	\$309.52	\$1,283.70	\$164.83		\$2,323.21
President & CEO	Nov, 2013	Community College Baccalaureate Association Membership						\$403.09	\$403.09
+ -								Total	\$6,345.02

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	Oct, 2013	Meal Expenses - Internal and External Meetings	Calgary	\$120.84
President & CEO	Oct, 2013	Meal Expenses - Campus Alberta Research Meeting	Edmonton	\$151.45
President & CEO	Nov, 2013	Meal & Parking Expenses - Internal Meetings	Calgary	\$25.08
President & CEO	Nov, 2013	Meal Expenses - External Meeting	Toronto	\$10.41
President & CEO	Nov, 2013	Meal Expenses - Langara College Meeting	Toronto	\$196.76
President & CEO	Nov, 2013	Meal Expenses - External Meeting	Vancouver	\$52.67
President & CEO	Dec, 2013	Meal & Parking Expenses - Internal & External Meetings	Calgary	\$18.95
			Total	\$576.16