



### 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 conference and professional development registration fees, equipment rentals and a travel visa.

Position	Dates	Purpose	Destination	Other				Total
				Airfare	Transportation*	Accommodation	Meals**	
VP Academic	Apr, 2013	Chair Academy Conference	Phoenix	\$437.94	\$86.94		\$31.72	\$556.60
VP Academic	Apr, 2013	Suncor	Fort McMurray	\$725.81	\$25.20			\$751.01
VP Academic	May, 2013	Academic Division Professional Development Session	Calgary		\$23.50		\$102.40	\$125.90
VP Academic	May, 2013	Kazakhstan Visa	Kazakhstan					\$273.00
VP Academic	May, 2013	NISOD Conference	Austin		\$145.50	\$760.04	\$383.56	\$512.34
VP Academic	May, 2013	Noel Levitz Conference	New Orleans	\$857.29				\$857.29
VP Academic	May, 2013	Provincial Skills Competition	Edmonton	\$532.61	\$156.20			\$688.81
VP Academic	Jun, 2013	Conoco Philips Visit	Australia	\$12,511.93				\$12,511.93
VP Academic	Jun, 2013	Senior Academic Officers' Meeting	Edmonton	\$612.41	\$101.62	\$200.75		\$914.78
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							<b>Total</b>	<b>\$18,480.76</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
VP Academic	Apr, 2013	Chair Academy Conference	Phoenix	\$1,323.66
VP Academic	Apr, 2013	Parking - Meeting with Government Representatives	Calgary	\$25.50
VP Academic	Apr, 2013	Parking - SAITSA Awards Banquet	Calgary	\$3.00
VP Academic	Apr, 2013	Parking - Southern Alberta Vice President's Academic Meeting	Calgary	\$8.00
VP Academic	Jun, 2013	Meeting - External Staff	Calgary	\$9.25
VP Academic	Jun, 2013	Meeting - Internal Staff	Calgary	\$41.72
			<b>Total</b>	<b>\$1,411.13</b>