



### 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 association membership and miscellaneous travel expenses.

Position	Dates	Purpose	Destination	Other			Meals**	Other***	Total
				Airfare	Transportation*	Accommodation			
VP Academic	May, 2014	Digital Learning Forum	Edmonton		\$60.50	\$139.22		\$50.40	\$250.12
VP Academic	May, 2014	Polytechnics Canada Annual Conference	Ottawa	\$659.40	\$140.50	\$607.56	\$36.58		\$1,444.04
VP Academic	May, 2014	SCUP 2014 Pacific Symposium	Calgary					\$134.08	\$134.08
VP Academic	Jun, 2014	NAIT/SAIT Executive Committee Meeting	Edmonton	\$475.70	\$83.95	\$225.92	\$22.16	\$27.30	\$835.03
VP Academic	Jun, 2014	Skill Summit Conference	Toronto	\$993.54	\$146.00	\$608.42	\$22.30	\$54.60	\$1,824.86
+ -								<b>Total</b>	<b>\$4,488.13</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, 2014	Meal Expenses - External Meeting	Calgary	\$354.24
VP Academic	Apr, 2014	Parking - Strategic Planning Industry Meeting	Calgary	\$37.80
VP Academic	May, 2014	Meal Expenses - Internal Meeting	Ottawa	\$98.89
			<b>Total</b>	<b>\$490.93</b>