



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 reimbursed on a per diem basis for each meal incurred while on business travel.

*** "Other" includes conference and professional development registration fees, daily incidentals on a per diem basis and other miscellaneous travel expenses.

<u>Position</u>	<u>Dates</u>	<u>Purpose</u>	<u>Destination</u>	<u>Airfare</u>	<u>Other Transportation*</u>	<u>Accommodation</u>	<u>Meals**</u>	<u>Other***</u>	<u>Total</u>
VP Academic	Jan, 2013	Attend Campus Alberta Strategic Directions Committee	Edmonton	\$598.76	\$59.40			\$25.20	\$683.36
VP Academic	Jan, 2013	Chair Academy Conference	Phoenix	\$1,234.86					\$1,234.86
VP Academic	Mar, 2013	Global Education Network conference	Australia		\$176.10				\$176.10
VP Academic	Mar, 2013	Getenergy Conference	Calgary					\$702.45	\$702.45
VP Academic	Mar, 2013	Suncor Meeting	Fort McMurray	\$725.81					\$725.81
+ -								Total	\$3,522.58

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.

<u>Position</u>	<u>Dates</u>	<u>Purpose</u>	<u>Location</u>	<u>Amount</u>
VP Academic	Jan, 2013	Cab - Downtown Campus with EAE Assistant Deputy Minister	Calgary	\$15.00
VP Academic	Jan, 2013	Calgary Chamber Alberta Budget luncheon presentation - 4 Tickets for Internal Staff	Calgary	\$415.80
VP Academic	Feb, 2013	Parking - Council of Presidents' meeting BVC	Calgary	\$35.25
VP Academic	Feb, 2013	Meeting - Calgary Catholic School Board	Calgary	\$77.68
VP Academic	Feb, 2013	Parking - Kazakhstan Ambassador meeting	Calgary	\$9.25
+ -			Total	\$552.98