



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 airline baggage fees and other miscellaneous travel expenses.

<u>Position</u>	<u>Dates</u>	<u>Purpose</u>	<u>Destination</u>	<u>Other</u>			<u>Meals**</u>	<u>Other***</u>	<u>Total</u>
				<u>Airfare</u>	<u>Transportation*</u>	<u>Accommodation</u>			
CFO	Apr, 2013	Ellucian Executive Forum	Philadelphia		\$179.24	\$576.85	\$100.76	\$99.48	\$956.33
CFO	Jun, 2013	Senior Business Officers Meeting	Edmonton			\$190.38			\$190.38
+ -								Total	\$1,146.71

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>
CFO	Apr, 2013	Parking - Collaborative Operations Sub-Committee Meeting	Calgary	\$10.50
CFO	Apr, 2013	Parking - Meetings at University of Calgary	Calgary	\$16.00
CFO	May, 2013	Parking - Grand Opening Bow Valley College	Calgary	\$10.50
CFO	Jun, 2013	Meeting - External Consultants	Calgary	\$53.20
CFO	Jun, 2013	Parking - Meeting at University of Calgary	Calgary	\$8.00
			Total	\$98.20