



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 registration fees and miscellaneous travel expenses.

Position	Dates	Purpose	Destination	Other			Meals**	Other***	Total
				Airfare	Transportation*	Accommodation			
CFO & Senior Vice President	Apr, 2014	Polytechnics Canada Annual Conference	Ottawa					(\$300.00)	(\$300.00)
CFO & Senior Vice President	May, 2014	Engineering Expert Working Group	Edmonton		\$26.00	\$245.87			\$271.87
CFO & Senior Vice President	May, 2014	Government of Alberta Three Priority Projects Meeting	Edmonton		\$63.25	\$224.94	\$18.98		\$307.17
CFO & Senior Vice President	May, 2014	UofC Symposium	Calgary					\$105.00	\$105.00
CFO & Senior Vice President	Jun, 2014	Alberta Council of PS Education Meeting	Edmonton	\$475.70	\$81.14	\$257.13	\$71.60		\$885.57
CFO & Senior Vice President	Jun, 2014	NAIT/SAIT Executive Committee Meeting	Edmonton	\$149.55	\$81.89	\$196.47		\$45.00	\$472.91
CFO & Senior Vice President	Jun, 2014	Senior Business Officers Meeting	Banff			\$270.15			\$270.15
+ -								Total	\$2,012.67

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
CFO & Senior Vice President	Apr, 2014	Meal Expenses - External Meeting	Calgary	\$77.73
CFO & Senior Vice President	Apr, 2014	Michelle Rempel Luncheon - Calgary Chamber of Commerce	Calgary	\$495.60
CFO & Senior Vice President	Jun, 2014	Meal Expenses - External Meeting	Calgary	\$35.02
CFO & Senior Vice President	Jun, 2014	Meal Expenses - External Meeting	Edmonton	\$40.15
			Total	\$648.50