



### 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>
CFO	Jan, 2013	Attend Campus Alberta Strategic Directions Committee	Edmonton	\$570.41	\$86.80				\$657.21
CFO	Jan, 2013	Ellucian Conference Presenter	Philadelphia	\$1,231.23				\$3.75	\$1,234.98
CFO	Feb, 2013	Attend Government Budget Announcement	Edmonton	\$216.30					\$216.30
CFO	Mar, 2013	More Stream Conference refund for cancellation	Columbus	(\$59.74)					(\$59.74)
+ -								<b>Total</b>	<b>\$2,048.75</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.

<u>Position</u>	<u>Dates</u>	<u>Purpose</u>	<u>Location</u>	<u>Amount</u>
CFO	Jan, 2013	Calgary Chamber luncheon - 7 Tickets for Board Members and Internal Staff	Calgary	\$580.65
CFO	Jan, 2013	Meeting - Internal staff	Calgary	\$34.56
CFO	Jan, 2013	Meeting - Internal staff	Calgary	\$14.33
CFO	Jan, 2013	Meeting - Internal staff	Calgary	\$54.75
CFO	Jan, 2013	Parking - CIBC meeting	Calgary	\$8.75
CFO	Jan, 2013	Parking - Senior Business Officers meeting	Calgary	\$23.00
CFO	Feb, 2013	Parking - City of Calgary Meeting	Calgary	\$7.00
CFO	Feb, 2013	Parking - Alberta Economic Summit Meeting MRU	Calgary	\$5.00
CFO	Feb, 2013	Meeting - Internal staff	Calgary	\$38.99
CFO	Mar, 2013	Meeting - Internal staff	Calgary	\$20.32
CFO	Mar, 2013	Meeting - External Industry Partner	Calgary	\$48.00
CFO	Mar, 2013	Meeting - External Consultants	Calgary	\$10.86
CFO	Mar, 2013	Parking - Alberta Calgary Region VP External Sub-Committee	Calgary	\$8.00
+ -			<b>Total</b>	<b>\$854.21</b>