



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 conference registration, association membership and miscellaneous travel expenses.

Position	Dates	Purpose	Destination	Other			Meals**	Other***	Total
				Airfare	Transportation*	Accommodation			
VP Corporate Development	May, 2014	Alberta Export Awards	Edmonton		\$109.39	\$174.02	\$17.85	\$49.65	\$350.91
VP Corporate Development	May, 2014	Canadian Foreign Affairs Meeting	Ottawa	\$1,053.05	\$24.73	\$730.92	\$24.30		\$1,833.00
VP Corporate Development	May, 2014	Polytechnics Canada Annual Conference	Ottawa		\$29.91		\$86.99	(\$300.00)	(\$183.10)
VP Corporate Development	May, 2014	Sheridan College Meeting	Oakville		\$108.23	\$134.47		\$3.00	\$245.70
VP Corporate Development	Jun, 2014	ACCC Conference	Ottawa	\$394.13				\$3,300.00	\$3,694.13
VP Corporate Development	Jun, 2014	Kazakhstan Project	London	\$34.65	\$131.02	\$1,329.99	\$245.94		\$1,741.60
+ -								Total	\$7,682.24

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 Corporate Development	Apr, 2014	Meal Expenses - External Meeting	Calgary	\$40.26
VP Corporate Development	May, 2014	APLNG	Calgary	\$6.00
VP Corporate Development	May, 2014	Meal Expenses - External Meeting	Calgary	\$333.07
VP Corporate Development	May, 2014	Meal Expenses - External Meeting	Edmonton	\$41.33
VP Corporate Development	Jun, 2014	Meal Expenses - External Meeting	Calgary	\$26.07
VP Corporate Development	Jun, 2014	Meal Expenses - External Meeting	London	\$162.80
			Total	\$609.53