



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 Employee & Student Services									
+ -									<u>Total</u>

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 Employee & Student Services	Jan, 2013	Meeting - Internal staff	Calgary	\$50.37
VP Employee & Student Services	Jan, 2013	Meeting - Internal staff	Calgary	\$32.26
VP Employee & Student Services	Jan, 2013	Meeting - Internal staff	Calgary	\$158.31
VP Employee & Student Services	Jan, 2013	Calgary Chamber luncheon	Calgary	\$12.75
VP Employee & Student Services	Jan, 2013	Parking - External Advisors	Calgary	\$21.00
VP Employee & Student Services	Jan, 2013	Parking - WRAP Luncheon Hotel Arts	Calgary	\$6.00
VP Employee & Student Services	Feb, 2013	Parking - HR Committee Chamber of Commerce	Calgary	\$10.75
VP Employee & Student Services	Feb, 2013	Meeting - Internal staff	Calgary	\$28.98
VP Employee & Student Services	Feb, 2013	Parking - Flint Energy	Calgary	\$25.20
VP Employee & Student Services	Feb, 2013	Parking - External Advisors	Calgary	\$3.25
VP Employee & Student Services	Feb, 2013	Meeting - Internal staff	Calgary	\$50.72
VP Employee & Student Services	Feb, 2013	Parking - Flint Energy	Calgary	\$25.20
VP Employee & Student Services	Mar, 2013	Parking - Caldwell and Associates	Calgary	\$37.80
VP Employee & Student Services	Mar, 2013	Meeting - Calgary Women's Emergency Shelter	Calgary	\$25.20
+ -			<u>Total</u>	<u>\$487.79</u>