



1) Travel and Business Related Expenses

This includes all reimbursable expenses for travel activities while on SAIT business, attendance at and/or presenting at conferences, and participating with professional organizations.

* "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 miscellaneous travel expenses.

Position	Dates	Purpose	Destination	Other			Meals**	Other***	Total
				Airfare	Transportation*	Accommodation			
VP Corporate Development	Jun, 2014	Kazakhstan Project	London		\$16.42				\$16.42
VP Corporate Development	Aug, 2014	ACCC International Education Leadership Academy	Quebec			\$215.60			\$215.60
VP Corporate Development	Aug, 2014	Corporate Development Meetings	Ottawa			\$173.42			\$173.42
VP Corporate Development	Aug, 2014	Pan Global Meeting	Edmonton	\$491.97				\$11.50	\$503.47
VP Corporate Development	Sep, 2014	Kazakhstan Project Instructors	Amsterdam			\$2,457.13	\$88.68	\$645.00	\$3,190.81
VP Corporate Development	Sep, 2014	ASTech Awards Gala Ceremony	Edmonton			\$200.00			\$200.00
+ -								Total	\$4,299.72

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	Jun, 2014	Kasipkor Meeting	Calgary	\$46.06
VP Corporate Development	Jul, 2014	Meal Expenses - External Meeting	Calgary	\$121.98
VP Corporate Development	Jul, 2014	Parking - External Meeting	Calgary	\$5.00
VP Corporate Development	Sep, 2014	Vice President Academic Interviews	Calgary	\$3.00
			Total	\$176.04