



### 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	Oct, 2014	WFCP World Congress 2014	Beijing		\$113.21	\$1,219.39	\$108.16	\$538.25	\$1,979.01
VP Corporate Development	Oct, 2014	TAFE	Brisbane		\$103.06		\$7.31		\$110.37
VP Corporate Development	Oct, 2014	APLNG-SAIT Grad Ceremony	Australia			\$180.15			\$180.15
VP Corporate Development	Oct, 2014	Canada-China Colleges & Institutes Partnership Meetings	China			\$644.78	\$38.54	\$39.88	\$723.20
VP Corporate Development	Nov, 2014	Business Development Meetings	Kazakhstan			\$369.12			\$369.12
VP Corporate Development	Nov, 2014	Kazakhstan Project	Kazakhstan			\$1,651.41	\$26.89		\$1,678.30
		**Airfare for above purposes		\$23,310.77					\$23,310.77
								<b>Total</b>	<b>\$28,350.92</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.

Position	Dates	Purpose	Location	Amount
VP Corporate Development	Oct, 2014	Meal Expense - External Meeting	Calgary	\$29.66
VP Corporate Development	Nov, 2014	Meal Expense - External Meeting	China	\$102.10
VP Corporate Development	Nov, 2014	Meal Expense - External Meeting	Kazakhstan	\$84.57
VP Corporate Development	Dec, 2014	Meal Expense - External Meeting	Calgary	\$388.99
			<b>Total</b>	<b>\$605.32</b>