



### 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

<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>
Vice President, Academic	Nov, 2015	Singapore International TVET Conference 2015	Singapore				\$67.79		\$67.79
+ -								<u>Total</u>	<u>\$67.79</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>
Vice President, Academic	Oct, 2015	Meal Expense - External Meeting	Calgary	\$22.20
Vice President, Academic	Oct, 2015	Parking - External Meetings	Calgary	\$48.65
Vice President, Academic	Nov, 2015	Meal Expense - External Meeting - City of Calgary (15 people)	Calgary	\$374.44
Vice President, Academic	Nov, 2015	Meal Expense - External Meeting - ACAT (7 people)	Calgary	\$187.88
Vice President, Academic	Nov, 2015	Meal Expense - External Meeting - CED, John Hankins Int'l Consulting, Kelleman & Co. (7 people)	Calgary	\$869.40
Vice President, Academic	Dec, 2015	Meal Expense - External Meeting	Calgary	\$8.93
<u>Total</u>				<u>\$1,511.50</u>