



### 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 based on approved receipts 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 Academic	Jul, 2013	Australia Business Development	Australia	\$323.39		\$1,870.95	\$102.90		\$2,297.24
VP Academic	Jul, 2013	Australia Business Development - meals for SAIT staff	Australia				\$837.63		\$837.63
VP Academic	Jul, 2013	Noel Levitz Conference	New Orleans		\$75.23	\$778.60	\$202.96		\$1,056.79
VP Academic	Aug, 2013	Teaching Enhancement Foundation & Dean Recruitment Interviews	Kelowna	\$181.15	\$119.30				\$300.45
VP Academic	Aug, 2013	Chair Academy Summit	Phoenix	\$462.06			\$55.91		\$517.97
VP Academic	Sep, 2013	APLNG Program Launch	Australia	\$721.95					\$721.95
+ -								<b>Total</b>	<b>\$5,732.03</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.

<u>Position</u>	<u>Dates</u>	<u>Purpose</u>	<u>Location</u>	<u>Amount</u>
VP Academic	Sep, 2013	Internal Meeting	Calgary	\$36.59
VP Academic	Sep, 2013	Parking - Annual MacPhail School of Energy Sector Lunch	Calgary	\$25.20
VP Academic	Sep, 2013	Parking - Industry Partner SAIT Dinner Event	Calgary	\$7.00
+ -			<b>Total</b>	<b>\$68.79</b>