



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 PD passport and 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>
Vice President, Academic	Aug, 2014	Network of Educational Leaders Meeting	Edmonton	\$324.71	\$60.50			\$27.30	\$412.51
Vice President, Academic	Sep, 2014	Professional Development Discount Passport	Lethbridge					\$1,764.00	\$1,764.00
Vice President, Academic	Sep, 2014	Senior Academic Officers Meetings	Lethbridge			\$177.88	\$28.96		\$206.84
+ -								Total	\$2,383.35

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>
			Total	