



### 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 registration fees and miscellaneous travel expenses.

Position	Dates	Purpose	Destination	Other			Meals**	Other***	Total
				Airfare	Transportation*	Accommodation			
Vice President, Academic	Oct, 2014	ACAT Review Meeting	Edmonton	\$415.01	\$124.25			\$27.30	\$566.56
Vice President, Academic	Oct, 2014	Polytechnics Canada Student Applied Research Showcase	Vancouver					\$315.00	\$315.00
Vice President, Academic	Nov, 2014	Polytechnics Canada Conference	Vancouver	\$788.02	\$198.04	\$417.08	\$33.30		\$1,436.44
Vice President, Academic	Nov, 2014	The Calgary Region as a Transportation Hub Conference	Calgary					\$318.63	\$318.63
+ -								<b>Total</b>	<b>\$2,636.63</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
Vice President, Academic	Oct, 2014	Parking - External Meeting	Calgary	\$17.50
Vice President, Academic	Nov, 2014	Parking - Canadian Energy Summit	Calgary	\$23.00
			<b>Total</b>	<b>\$40.50</b>