



### 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			
VP Corporate Development	Jul, 2015	Meeting with Kasipkor & Tribal Group Meeting	London		\$30.26	\$866.53	\$31.34		\$928.13
VP Corporate Development	Jul, 2015	Meetings with University of Sheffield	Sheffield			\$605.35	\$49.57		\$654.92
VP Corporate Development	Jul, 2015	TAFE Directors Australia National Conference	Australia			\$940.00	\$165.00	\$691.88	\$1,796.88
VP Corporate Development	Jul, 2015	WD Announcement	Winnipeg	\$207.01	\$31.60		\$5.13	\$12.10	\$255.84
VP Corporate Development	Aug, 2015	65th Oilmen's Executive Conference	Banff			\$232.55		\$1,525.00	\$1,757.55
VP Corporate Development	Sep, 2015	VTEC Americas Conference	London					\$1,948.43	\$1,948.43
VP Corporate Development	Sep, 2015	Sampoerna University, Canadian Embassy, SINAR Mas Group	Australia		\$108.52	\$911.90	\$58.72		\$1,079.14
VP Corporate Development	Sep, 2015	TAFE Directors Australia National Conference Boxhill, Tribal Group & Sky Software Meetings	Australia		\$91.48	\$2,036.48	\$265.49		\$2,393.45
VP Corporate Development	Sep, 2015	Sampoerna University, Canadian Embassy, SINAR Mas Group TAFE Directors Australia National Conference Boxhill, Tribal Group & Sky Software Meetings	Australia	\$15,635.91				\$114.98	\$15,750.89
								<b>Total</b>	<b>\$26,565.23</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	Jul, 2015	Meetings with University of Sheffield	Sheffield	\$136.68
VP Corporate Development	Jul, 2015	Parking - External Meeting	Calgary	\$8.00
VP Corporate Development	Jul, 2015	Meal Expense - External Meeting	Calgary	\$30.50
VP Corporate Development	Aug, 2015	Meal Expense - External Meeting	Calgary	\$68.11
VP Corporate Development	Aug, 2015	65th Oilmen's Executive Conference	Banff	\$48.58
VP Corporate Development	Sep, 2015	Parking - External Meeting	Calgary	\$2.50
VP Corporate Development	Sep, 2015	Meal Expense - External Meeting	Calgary	\$388.59
VP Corporate Development	Sep, 2015	Business Opportunities Seminar	Edmonton	\$35.00
<b>Total</b>				<b>\$717.96</b>