



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.

<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	Jan, 2015	Leaders' Roundtable on Immigration Conference	whistler			\$402.50			\$402.50
Vice President, Academic	Feb, 2015	Campus Alberta Quality Council Meeting	Edmonton		\$121.74		\$25.36	\$12.00	\$159.10
Vice President, Academic	Mar, 2015	Polytechnics Canada Annual Conference	Saskatchewan					\$315.00	\$315.00
Vice President, Academic	Mar, 2015	Western Canada Polytechnics Meeting	Edmonton			\$162.79	\$24.09		\$186.88
+ -								<u>Total</u>	<u>\$1,063.48</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	Jan, 2015	Meal Expense - External Meeting	Calgary	\$16.75
Vice President, Academic	Mar, 2015	Meal Expense - External Meetings	Calgary	\$178.88
			<u>Total</u>	<u>\$195.63</u>