



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	Apr, 2015	Alberta Apprenticeship & Industry Training Board Awards	Edmonton	\$314.21	\$151.05	\$189.73	\$9.85	\$26.25	\$691.09
Vice President, Academic	May, 2015	CICAN	Winnipeg	\$359.36	\$19.78	\$529.76	\$50.63	\$875.34	\$1,834.87
Vice President, Academic	Jun, 2015	Polytechnics Canada Conference	Regina	\$379.31	\$16.68	\$360.30		\$78.75	\$835.04
Vice President, Academic	Jun, 2015	Grand Prairie Regional College & Seven Generations Meeting	Grand Prairie		\$284.78		\$11.20		\$295.98
Vice President, Academic	Jun, 2015	Leading Sustainable Transformation Conference	Boston	\$826.03	\$69.90	\$765.66	\$56.60	\$2,303.83	\$4,022.02
Vice President, Academic	Jun, 2015	Grande Prairie Regional College Meetings	Grand Prairie	\$715.23		\$204.71	\$39.02	\$23.00	\$981.96
Vice President, Academic	Jun, 2015	Provost-SAO Group Meeting	Edmonton	\$419.76			\$52.48	\$24.20	\$496.44
Vice President, Academic	Jun, 2015	Skills PSE Summit	Edmonton	\$403.46	\$120.52	\$170.76	\$25.30	\$29.35	\$749.39
								Total	\$9,906.79

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	Mar, 2015	SAO/Provost Meeting	Calgary	\$54.68
Vice President, Academic	Apr, 2015	Meal Expense - External Meeting	Calgary	\$33.76
Vice President, Academic	Apr, 2015	Instructor Excellence Awards	Calgary	\$3.15
Vice President, Academic	May, 2015	Meal Expense - External Meeting	Calgary	\$266.86
Vice President, Academic	May, 2015	CICAN	Winnipeg	\$28.46
Vice President, Academic	May, 2015	Parking - External Meeting	Calgary	\$3.15
Vice President, Academic	Jun, 2015	SAIT Leadership Summit	Calgary	\$27.75
Vice President, Academic	Jun, 2015	Meal Expense - External Meeting	Calgary	\$42.00
Vice President, Academic	Jun, 2015	Provost-SAO Group Meeting	Edmonton	\$623.00
Total				\$1,082.81