



1) Travel Expense and Professional Development

This includes all reimbursable expenses for travel activities while on SAIT business, attendance at and/or presenting at conferences, participating with professional organizations and participating in professional development.

* "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 event registration fees and reading material for professional development.

<u>Position</u>	<u>Dates</u>	<u>Purpose</u>	<u>Destination</u>	<u>Other</u>			<u>Meals**</u>	<u>Other***</u>	<u>Total</u>
				<u>Airfare</u>	<u>Transportation*</u>	<u>Accommodation</u>			
VP Academic	Oct, 2013	Polytechnics Canada Annual Student Applied Research Showcase Registration	Calgary					\$250.00	\$250.00
VP Academic	Oct, 2013	Enterprise and Advanced Education Meetings	Edmonton	\$1,034.77	\$188.15	\$52.20	\$148.20		\$1,423.32
VP Academic	Nov, 2013	The Art of Leadership Conference - Registration	Calgary					\$366.45	\$366.45
VP Academic	Nov, 2013	ITE College Grand Opening	Singapore	\$5,018.31	\$110.40	\$1,487.84			\$6,616.55
VP Academic	Dec, 2013	Professional Development Reading Material						\$293.80	\$293.80
+ -								<u>Total</u>	<u>\$8,950.12</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>
VP Academic	Oct, 2013	Parking - Academic Division Planning Session	Calgary	\$46.00
VP Academic	Oct, 2013	Parking - External Meetings and Internal Celebration	Calgary	\$38.50
VP Academic	Oct, 2013	Meal Expenses - External Meeting and Staff Retirement	Calgary	\$100.00
VP Academic	Nov, 2013	Parking - External Meetings and Internal Celebrations	Calgary	\$29.50
VP Academic	Nov, 2013	Meal Expenses - Internal and External Meetings and Staff Retirement	Calgary	\$154.15
VP Academic	Dec, 2013	Meal Expenses - Dean's Council Christmas Lunch	Calgary	\$439.11
VP Academic	Dec, 2013	Meal Expenses - Internal and External Business Development Meetings	Calgary	\$136.67
VP Academic	Dec, 2013	Parking - Internal and External Business Development Meetings	Calgary	\$41.00
			<u>Total</u>	<u>\$984.93</u>