



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 miscellaneous travel expenses.

Position	Dates	Purpose	Destination	Other					Total
				Airfare	Transportation*	Accommodation	Meals**	Other***	
VP Corporate Development	Jan, 2015	ASTech Board Meeting	Edmonton	\$401.15					\$401.15
VP Corporate Development	Feb, 2015	Meeting with Algonquin College, Kazakhstan Embassy and Angola Embassy	Ottawa	\$982.46	\$128.10	\$482.18	\$55.27	\$34.50	\$1,682.51
VP Corporate Development	Mar, 2015	APLNG	Australia	\$11,744.30	\$279.84	\$878.01	\$117.43		\$13,019.58
VP Corporate Development	Mar, 2015	GUPT Meeting	Singapore				\$100.15		\$100.15
VP Corporate Development	May, 2015	GUPT Meeting	China			\$234.77			\$234.77
VP Corporate Development	May, 2015	Canadian Association of Allied Health Programs (CAAHP) Annual General Meeting	Winnipeg	\$482.26					\$482.26
								Total	\$15,920.42

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	Jan, 2015	Meal Expense - External Meeting	Calgary	\$90.93
VP Corporate Development	Jan, 2015	Parking - External Meeting	Calgary	\$26.25
VP Corporate Development	Feb, 2015	Government Funding Announcement	Calgary	\$4.00
VP Corporate Development	Feb, 2015	Kazakhstan Delegation Meeting	Calgary	\$858.24
VP Corporate Development	Feb, 2015	Meal Expense - External Meeting	Ottawa	\$89.65
VP Corporate Development	Feb, 2015	Meal Expense - External Meeting	Calgary	\$42.06
VP Corporate Development	Mar, 2015	Meal Expense - External Meeting	Calgary	\$11.24
Total				\$1,122.37