



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	Mar, 2015	APLNG	Australia	\$1,283.86					\$1,283.86
VP Corporate Development	Apr, 2015	International Travel Vaccination						\$140.00	\$140.00
VP Corporate Development	May, 2015	Polytechnics Canada Annual Conference	Regina	\$505.31	\$23.00	\$214.13	\$13.85	\$338.00	\$1,094.29
VP Corporate Development	May, 2015	CAAHP AGM	Winnipeg	\$324.53	\$30.00	\$147.81	\$12.50	\$23.00	\$537.84
VP Corporate Development	Jun, 2015	Meeting with Kasipkor & Tribal Group Meeting	London	\$6,406.88		\$2,234.73	\$116.93		\$8,758.54
VP Corporate Development	Jun, 2015	Oil Council's Africa Assembly Meeting	Paris		\$992.71	\$1,925.29	\$287.04		\$3,205.04
VP Corporate Development	Jun, 2015	Meetings with University of Sheffield	Sheffield		\$203.52				\$203.52
+ -								Total	\$15,223.09

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	Apr, 2015	CFREF Meeting	Calgary	\$8.00
VP Corporate Development	May, 2015	Annual Borden Ladner Gervais Awards	Calgary	\$6.00
VP Corporate Development	Jun, 2015	SAIT/UofC Energy Meeting	Calgary	\$29.40
VP Corporate Development	Jun, 2015	SAIT Leadership Summit	Calgary	\$25.00
VP Corporate Development	Jun, 2015	Meeting with Kasipkor	London	\$4,189.61
			Total	\$4,258.01