

**Trustee Professional Development & Travel Expenses**

**Trustee - Clark Bosch**

**Period- September 1, 2017 - November 30, 2017**

Event or Expenditure Item	Board Business	Professional Learning	Dates	Hotel	Flight	Mileage	Other	Per Diem	Total
ASBA Fall Conference	X		19-Nov-17	\$379.46		\$511.06	\$46.00	\$525.00	\$1,461.52
AB Ed Engagement Session	X		14-Nov-17			\$207.05	\$23.00	\$175.00	\$230.05
Total				\$379.46	\$0.00	\$718.11	\$69.00	\$700.00	\$1,691.57

Date: 30-Nov-2017  
11:55

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## Expense Form

Number of Uploaded Documents: 1

## ▼ TRUSTEES TRAVEL AND EXPENSE WARRANT

Task ID: 0000094455 - Created: 22-Nov-2017 10:39.37 AM - By: Clark Bosch - Processed: 22-Nov-2017 01:10.09 PM - By: Clark Bosch

**NAME:** Bosch, Clark J (10671)  
**DATES:** From: 19-Nov-2017 To: 21-Nov-2017  
**FUNCTION or MEETING:** ASBA Fall Conference Check if Travel is in the USA: ☐  
**LOCATION:** Edmonton

**EXPENSES:**

EXPENSES:				Enter GST on Invoice	Section Total	
1. MEALS:						
Breakfast		@ \$ 10.00	\$ 0.00			
Lunch		@ \$ 15.00	\$ 0.00			
Dinner	02	@ \$ 20.00	\$ 40.00			
Gratuity automatically calculated		@ .15 %	\$ 6.00		\$ 46.00	(1)
2. HOTELS:						
Hotel: Enter total invoice amount - attach vouchers:			\$ 379.46	\$ 41.46		
Private Accommodation:		@ \$ 20.00	\$ 0.00		\$ 379.46	(2)
3. TRANSPORTATION COSTS:						
A) Economy Air Fair: Enter total invoice amount - attach receipts			\$	\$		
Taxi Fares - State number of trips:			\$			
OR	B) Car Expenses		Edmonton			
	1012 KMS	@ \$ .505	\$ 511.06		\$ 511.06	(3)
4. REGISTRATION FEES:						
Attach approved receipt or voucher			\$	\$	\$ 0.00	(4)
5. TECHNOLOGY COSTS:						
			\$	\$	\$ 0.00	(5)

For Office Use Only:			
GST (Auto Calculated Within):	26.24	<b>TOTAL EXPENSES CLAIMED:</b>	(1+2+3+4+5) \$ 936.52
GST on Invoices:	41.46	Less: ADVANCE	\$
Total GST:	67.70	<b>NET TOTAL TO BE PAID:</b>	\$ 936.52

**HONORARIA:** Half Day(s) Full Day(s)  
**PER DIEM ALLOWANCE:** Half Day(s) 03 Full Day(s)

## ▼ Manual Intervention Section

Task ID: 0000094455 - Created: 22-Nov-2017 01:10.09 PM - By: Clark Bosch - Processed: 22-Nov-2017 03:43.10 PM - By: Pauline Jongeling

Manual Intervention Reason: Couldn't calculate next authorizer employee for authorizer Code: ASC SUBA. Calculation mode is 'specified position 06', there is a position but no locations, will bypass read of employee assignments

Please redirect this task onto the proper individual given the explanation above.

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## ▼ APPROVAL SECTION

Task ID: 0000094455 - Created: 22-Nov-2017 03:43.10 PM - By: Pauline Jongeling - Processed: 22-Nov-2017 03:51.39 PM - By: Christine Lee

Action Taken: No Objection

## ▼ ACCOUNTS PAYABLE CLERK SECTION

Task ID: 0000094455 - Created: 22-Nov-2017 03:51.40 PM - By: Christine Lee - Processed: 23-Nov-2017 09:34.08 AM - By: Pauline Jongeling

Action Taken: Approve Expense

Travel & Expense Calculator				
Section	Amount Claimed Less GST	GST	Total	
Meals:	44.10	1.90	46.00	
Hotels:	338.00	41.46	379.46	
Transportation Costs:	486.72	24.34	511.06	
Registration Fees:	0.00	0.00	0.00	
Technology Costs:	0.00	0.00	0.00	
<b>Expenses Claimed:</b>	<b>868.82</b>	<b>67.70</b>	<b>936.52</b>	
			Less: ADVANCE	0.00
U.S. Dollars:	Exchange Rate:	Exchange:	0.00	
			<b>NET TOTAL TO BE PAID:</b>	<b>936.52</b>

Vendor Number: EM10671 - Bosch, Clark J				
GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
170104100100032		936.52	1	44.60
<b>Total Without Taxes:</b>				<b>891.92</b>
<b>Tax Total:</b>				<b>44.60</b>
<b>Total With Taxes:</b>				<b>936.52</b>

Authorizer Comment  
APPROVED

PAID



10222 - 102 Street, Edmonton, Alberta T5J 4C5  
Tel: 780-429-3900 Fax: 780-421-3259

Clark Bosch  
Xxx  
Xxx NE 11111  
United States

Room: 653  
Folio: 37039  
Cashier: 53  
Arrival: 11-19-17  
Departure: 11-21-17

Date	Description	Additional Information	Charges	Credits
11-19-17	Room Charge		169.00	
11-19-17	Rooms - GST		8.70	
11-19-17	Rooms - Tourism Levy		6.96	
11-19-17	Rooms - Destination Marketing Fee (DM)		5.07	
11-20-17	Room Charge		169.00	
11-20-17	Rooms - GST		8.70	
11-20-17	Rooms - Tourism Levy		6.96	
11-20-17	Rooms - Destination Marketing Fee (DM)		5.07	
11-21-17	Master Card	XXXXXXXXXXXX9992 XX/XX		379.46

Total	379.46	379.46
Balance Due	0.00	CDN

<b>GST Summary</b>	
Registration No: 878578491	
Room	17.40
F&B	0.00
Other	24.06
<b>Total</b>	<b>41.46</b>

Guest Signature: \_\_\_\_\_

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part of or the full amount of these charges.

Date: 30-Nov-2017  
11:55

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## Expense Form

Number of Uploaded Documents: 0

## ▼ TRUSTEES TRAVEL AND EXPENSE WARRANT

Task ID: 0000094450 - Created: 22-Nov-2017 10:33.19 AM - By: Clark Bosch - Processed: 22-Nov-2017 01:11.19 PM -  
By: Clark Bosch

**NAME:** Bosch, Clark J (10671)  
**DATES:** From: 14-Nov-2017 To: 14-Nov-2017  
**FUNCTION or MEETING:** Alberta Education Engagement session -TEBA Check if Travel is in the USA: ☐  
**LOCATION:** Calgary

**EXPENSES:**

				Enter GST on Invoice	Section Total	
<b>1. MEALS:</b>						
Breakfast	@ \$ 10.00	\$	0.00			
Lunch	@ \$ 15.00	\$	0.00			
Dinner	01 @ \$ 20.00	\$	20.00			
Gratuity automatically calculated	@ .15 %	\$	3.00		\$ 23.00	(1)
<b>2. HOTELS:</b>						
Hotel: Enter total invoice amount - attach vouchers:		\$	\$			
Private Accommodation:	@ \$ 20.00	\$	0.00		\$ 0.00	(2)
<b>3. TRANSPORTATION COSTS:</b>						
A) Economy Air Fair: Enter total invoice amount - attach receipts		\$	\$			
Taxi Fares - State number of trips:	01	\$				
OR B) Car Expenses	Calgary 410 KMS	@ \$ .505	\$ 207.05		\$ 207.05	(3)
<b>4. REGISTRATION FEES:</b>						
Attach approved receipt or voucher		\$	\$		\$ 0.00	(4)
<b>5. TECHNOLOGY COSTS:</b>						
		\$	\$		\$ 0.00	(5)

## For Office Use Only:

GST (Auto Calculated Within):	10.81	<b>TOTAL EXPENSES CLAIMED:</b>	(1+2+3+4+5)	\$ 230.05
GST on Invoices:	0.00	<b>Less: ADVANCE</b>		\$
Total GST:	10.81	<b>NET TOTAL TO BE PAID:</b>		\$ 230.05

**HONORARIA:** Half Day(s) Full Day(s)  
**PER DIEM ALLOWANCE:** Half Day(s) 01 Full Day(s)

## ▼ Manual Intervention Section

Task ID: 0000094450 - Created: 22-Nov-2017 01:11.19 PM - By: Clark Bosch - Processed: 22-Nov-2017 02:53.57 PM - By: Pauline Jongeling

Manual Intervention Reason: Couldn't calculate next authorizer employee for authorizer Code: ASC SUBA. Calculation mode is 'specified position 06', there is a position but no locations, will bypass read of employee assignments

Please redirect this task onto the proper individual given the explanation above.

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## ▼ APPROVAL SECTION

Task ID: 0000094450 - Created: 22-Nov-2017 02:53.57 PM - By: Pauline Jongeling - Processed: 22-Nov-2017 02:54.31 PM - By: Pauline Jongeling

Action Taken: No Objection

## ▼ ACCOUNTS PAYABLE CLERK SECTION

Task ID: 0000094450 - Created: 22-Nov-2017 02:54.32 PM - By: Pauline Jongeling - Processed: 23-Nov-2017 10:16.12 AM - By: Pauline Jongeling

Travel & Expense Calculator				
Section	Amount Claimed Less GST	GST	Total	
Meals:	22.05	0.95	23.00	
Hotels:	0.00	0.00	0.00	
Transportation Costs:	197.19	9.86	207.05	
Registration Fees:	0.00	0.00	0.00	
Technology Costs:	0.00	0.00	0.00	
Expenses Claimed:	219.24	10.81	230.05	
			Less: ADVANCE	0.00
U.S. Dollars:	Exchange Rate:	Exchange:	0.00	
			NET TOTAL TO BE PAID:	230.05

Vendor Number: EM10671 - Bosch, Clark J				
GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
170104100100032		230.05	1	10.96
Total Without Taxes:				219.09
Tax Total:				10.96
Total With Taxes:				230.05

Authorizer Comment

PAID

## ▼ APPROVAL SECTION

Task ID: 0000094450 - Created: 23-Nov-2017 10:16.12 AM - By: Pauline Jongeling - Processed: 23-Nov-2017 11:27.01 AM - By: Christine Lee


Action Taken: No Objection

## ▼ ACCOUNTS PAYABLE CLERK SECTION

Task ID: 0000094450 - Created: 23-Nov-2017 11:27.01 AM - By: Christine Lee - Processed: 23-Nov-2017 11:37.23 AM - By: Pauline Jongeling

Action Taken: Approve Expense

Travel & Expense Calculator				
Section	Amount Claimed Less GST	GST	Total	
Meals:	22.05	0.95	23.00	
Hotels:	0.00	0.00	0.00	
Transportation Costs:	197.19	9.86	207.05	
Registration Fees:	0.00	0.00	0.00	
Technology Costs:	0.00	0.00	0.00	
Expenses Claimed:	219.24	10.81	230.05	
			Less: ADVANCE	0.00
U.S. Dollars:	Exchange Rate:	Exchange:	0.00	
			NET TOTAL TO BE PAID:	230.05

Vendor Number: EM10671 - Bosch, Clark J				
GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
170104100100032		230.05	1	10.96
			<b>Total Without Taxes:</b>	<b>219.09</b>
			<b>Tax Total:</b>	<b><u>10.96</u></b>
			<b>Total With Taxes:</b>	<b>230.05</b>
Authorizer Comment approved				
PAID				