

Trustee Professional Development & Travel Expenses

Trustee - Clark Bosch

Period- March 1, 2018 - May 31, 2018

Event or Expenditure item	Board Business	Professional Learning	Dates	Hotel	Flight	Mileage	Other	Per Diem	Total
Retreat/ Conference (11 people)	X		01-Mar-18						\$229.96
Board Retreat Travel	X		01-Mar-18			\$126.25		\$350.00	\$126.25
CASS Spring Conference	X		21-Mar-18			\$511.06	\$46.00	\$525.00	\$1,082.06
Edwin Parr Awards Dinner	X		09-May-18				\$50.00		\$50.00
ASBA Meeting - Taber	X		09-May-18			\$54.54		\$175.00	\$52.77
Total				\$0.00	\$0.00	\$691.85	\$96.00	\$1,050.00	\$1,541.04



WATERTON

LAKES LODGE RESORT

Bill To: Lethbridge School District No 51
433 15 Street South
Lethbridge, AB T1J2Z5

Invoice #: 140262 LTHS01
Invoice Date: March 5th 2018
Issued by: Deanna Baulch
Phone: 403-859-2106
Email: deanna@waymarker.ca

Contact: Leanne Tedder

Phone: 403-380-5301

Email: LeeAnne.Tedder@lethsd.ab.ca

Terms of Payment: Payment due no later than 30 days after departure. Cash, cheque or credit card accepted.
Payable to: Waterton Lakes Lodge Inc. - P.O. Box 100, Waterton Park, AB.T0K 2M0, CANADA.

Function: Conference

Arrival: Thurs March 1st 2018 **Departure:** Fri March 2nd 2018

Services:	Quantity:	Unit Price:	Ext. Price:	5% GST:	4% Tourism Levy:	18% Gratuity:	Total:
Accommodation:							
Standard	11	89.00	979.00	48.95	39.16		1067.11
Subtotals:	11		979.00	48.95	39.16	0.00	1067.11
Meals:							
Lunch off Menu- March 1st	1	211.25	211.25	10.56	0.00	38.03	259.84
Dinner off Menu- March 1st	1	456.00	456.00	22.80	0.00	82.08	560.88
Dinner Dessert off Menu- March 1st	1	45.50	45.50	2.28	0.00	8.19	55.97
Breakfast Off Menu- March 2nd	1	185.00	185.00	9.25	0.00	33.30	227.55
Lunch off Menu- March 2nd	1	117.00	117.00	5.85	0.00	21.06	143.91
Tea and Coffee Station	11	6.00	66.00	3.30	0.00	11.88	81.18
Subtotals:	16		1080.75	54.04	0.00	194.54	1329.33
Extras:							
Room Rental	1	200.00	200.00	10.00			210.00
Subtotals:	1		200.00	10.00	0.00	0.00	210.00
			2259.75	112.99	39.16	194.54	2606.44
			2259.75	112.99	39.16	194.54	2606.44
			Total:				
			Deposit:				0.00
			Balance:				2606.44

GST: 86 25 52 841 RT 0001 Resort

everyone?

Date: 29-Mar-2018
08:46

Lethbridge Public Sd

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Expense Form

Number of Uploaded Documents:  (1)

▼ VENDOR EXPENSE PAYMENT REQUEST (ENTRY SCREEN)

Task ID: 0000100636 - Created: 05-Mar-2018 01:43.21 PM - By: Leeanne Tedder - Processed: 05-Mar-2018 01:43.21 PM - By: Leeanne Tedder

Vendor Number: 03554 - Waterton Lakes Lodge Inc.
Invoice Number: 140262LTHS01
Invoice Date: 05-Mar-2018


Reference Info:

Invoice # 140262 LTHS01 - Board Retreat - March 1 and 2, 2018

(Prints on Cheque)

Internal Comments:

Invoice # 140262 LTHS01 - Board Retreat - March 1 and 2, 2018 Please transfer funds from 1-6030-4200-1000-20 to 1-7010-4100-1000-32.

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
160304200100020		2606.44	1	112.99
Total Without Taxes:				2493.45
Tax Total:				<u>112.99</u>
Total With Taxes:				2606.44

▼ VENDOR EXPENSE PAYMENT REQUEST (AUTHORIZATION SECTION)

Task ID: 0000100636 - Created: 05-Mar-2018 01:43.21 PM - By: Leeanne Tedder - Processed: 05-Mar-2018 03:00.06 PM - By: Cheryl Gilmore


Action Taken: No Objection

Vendor Number: 03554 - Waterton Lakes Lodge Inc.
Invoice Number: 140262LTHS01
Invoice Date: 05-Mar-2018

Reference Info:

Invoice # 140262 LTHS01 - Board Retreat - March 1 and 2, 2018

(Prints on Cheque)

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
160304200100020		2606.44	1	112.99
Total Without Taxes:				2493.45
Tax Total:				<u>112.99</u>
Total With Taxes:				2606.44

▼ VENDOR EXPENSE PAYMENT REQUEST (AP CLERK SECTION)

Task ID: 0000100636 - Created: 05-Mar-2018 03:00.07 PM - By: Cheryl Gilmore - Processed: 06-Mar-2018 11:28.43 AM - By: Pauline Jongeling

Action Taken: Approve Expense

Vendor Number: 03554 - Waterton Lakes Lodge Inc.
Invoice Number: 140262LTHS01


Invoice Date:

05-Mar-2018

Reference Info:

Invoice # 140262 LTHS01 - Board Retreat - March 1 and 2, 2018

(Prints on Cheque)

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
170104100100032		2606.44	1	112.99
Total Without Taxes:				2493.45
Tax Total:				<u>112.99</u>
Total With Taxes:				2606.44

Date: 29-Mar-2018
08:47

Lethbridge Public Sd

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Expense Form

Number of Uploaded Documents:  (0)

▼ TRUSTEES TRAVEL AND EXPENSE WARRANT

Task ID: 0000101533 - Created: 16-Mar-2018 08:05.07 AM - By: Clark Bosch - Processed: 16-Mar-2018 08:05.07 AM - By: Clark Bosch

NAME: Bosch, Clark J (10671)
DATES: From: 01-Mar-2018 To: 02-Mar-2018
FUNCTION or MEETING: Board Retreat Check if Travel is in the USA: ☐
LOCATION: Waterton

EXPENSES:

				Enter GST on Invoice	Section Total	
1. MEALS:						
Breakfast	@ \$ 10.00	\$	0.00			
Lunch	@ \$ 15.00	\$	0.00			
Dinner	@ \$ 20.00	\$	0.00			
Gratuity automatically calculated	@ .15 %	\$	0.00		\$ 0.00	(1)
2. HOTELS:						
Hotel: Enter total invoice amount - attach vouchers:		\$	\$			
Private Accommodation:	@ \$ 20.00	\$	0.00		\$ 0.00	(2)
3. TRANSPORTATION COSTS:						
A) Economy Air Fair: Enter total invoice amount - attach receipts		\$	\$			
Taxi Fares - State number of trips:		\$				
OR B) Car Expenses	Waterton					
	250 KMS	@ \$.505	\$ 126.25		\$ 126.25	(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):	6.01	TOTAL EXPENSES CLAIMED:	(1+2+3+4+5)	\$	126.25
GST on Invoices:	0.00	Less: ADVANCE		\$	
Total GST:	6.01	NET TOTAL TO BE PAID:		\$	126.25

HONORARIA: Half Day(s) Full Day(s)
PER DIEM ALLOWANCE: Half Day(s) 02 Full Day(s)

▼ APPROVAL SECTION

Task ID: 0000101533 - Created: 16-Mar-2018 08:05.07 AM - By: Clark Bosch - Processed: 16-Mar-2018 11:57.30 AM - By: Christine Lee

Action Taken: No Objection

▼ TRUSTEE EXPENSE WARRANT-PAYROLL SECTION

Task ID: 0000101533 - Created: 16-Mar-2018 11:57.30 AM - By: Christine Lee - Processed: 19-Mar-2018 09:39.54 AM - By: Carrie McLaren

This expense form is being routed to you as the Trustee has entered honoraria or a per diem allowance.

Please print the expense form for processing of payment and as backup documentation.

▼ ACCOUNTS PAYABLE CLERK SECTION

Task ID: 0000101533 - Created: 16-Mar-2018 11:57.31 AM - By: Christine Lee - Processed: 20-Mar-2018 08:21.23 AM - By: Pauline Jongeling

Action Taken: Approve Expense

Travel & Expense Calculator				
Section	Amount Claimed Less GST	GST	Total	
Meals:	0.00	0.00	0.00	
Hotels:	0.00	0.00	0.00	
Transportation Costs:	120.24	6.01	126.25	
Registration Fees:	0.00	0.00	0.00	
Technology Costs:	0.00	0.00	0.00	
Expenses Claimed:	120.24	6.01	126.25	
			Less: ADVANCE	0.00
U.S. Dollars:	Exchange Rate:	Exchange:	0.00	
NET TOTAL TO BE PAID:				126.25

Vendor Number: EM10671 - Bosch, Clark J				
GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
170104100100032		126.25	1	6.01
Total Without Taxes:				120.24
Tax Total:				6.01
Total With Taxes:				126.25

Authorizer Comment
approved

PAID

Date: 28-May-2018
09:55

Lethbridge Public Sd

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Expense Form

Number of Uploaded Documents: (0)

▼ TRUSTEES TRAVEL AND EXPENSE WARRANT

Task ID: 0000102723 - Created: 09-Apr-2018 01:55.10 PM - By: Clark Bosch - Processed: 09-Apr-2018 01:55.10 PM - By: Clark Bosch

NAME: Bosch, Clark J (10671)
DATES: From: 21-Mar-2018 To: 23-Mar-2018
FUNCTION or MEETING: CASS Spring Conference Check if Travel is in the USA: ☐
LOCATION: Edmonton

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:		\$	\$			
Private Accommodation:	@ \$ 20.00	\$	0.00		\$ 0.00	(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	TOTAL EXPENSES CLAIMED:	(1+2+3+4+5)	\$	557.06
GST on Invoices:	0.00	Less: ADVANCE		\$	
Total GST:	26.24	NET TOTAL TO BE PAID:		\$	557.06

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

▼ APPROVAL SECTION

Task ID: 0000102723 - Created: 09-Apr-2018 01:55.10 PM - By: Clark Bosch - Processed: 09-Apr-2018 02:13.44 PM - By: Christine Lee

Action Taken: No Objection

▼ TRUSTEE EXPENSE WARRANT-PAYROLL SECTION

Task ID: 0000102723 - Created: 09-Apr-2018 02:13.44 PM - By: Christine Lee - Processed: 13-Apr-2018 08:22.33 AM - By: Carrie McLaren

This expense form is being routed to you as the Trustee has entered honoraria or a per diem allowance.

Please print the expense form for processing of payment and as backup documentation.

▼ ACCOUNTS PAYABLE CLERK SECTION

Task ID: 0000102723 - Created: 09-Apr-2018 02:13.44 PM - By: Christine Lee - Processed: 10-Apr-2018 09:29.51 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:	0.00	0.00	0.00
Transportation Costs:	486.72	24.34	511.06
Registration Fees:	0.00	0.00	0.00
Technology Costs:	0.00	0.00	0.00
Expenses Claimed:	530.82	26.24	557.06
Less: ADVANCE			0.00
U.S. Dollars:	Exchange Rate:	Exchange:	0.00
NET TOTAL TO BE PAID:			557.06

Vendor Number: EM10671 - Bosch, Clark J				
GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
170104100100032		557.06	1	26.53
Total Without Taxes:				530.53
Tax Total:				26.53
Total With Taxes:				557.06

Authorizer Comment
Approved

PAID

ZONE 6

Lori Hodges
Zone Chair
hodgesl@lrsl.ab.ca

Pam Boyson
Zone Secretary
Box 10
Cardston, AB T0K 0K0
P 403.653.4991
F 403.653.4641
pam.boyson@westwind.ab.ca

Edwin Parr Awards Ceremony Ticket Order Form

Wednesday, May 9, 2018
Heritage Inn, Taber, Alberta

The Edwin Parr Awards evening will be held on Wednesday, May 9th at the Heritage Inn in Taber, Alberta. If you have submitted a first year teacher to be considered for the Zone 6 Edwin Parr Award, please act as host to your candidate. The Zone budget will cover the cost of the candidate but we do encourage candidates to invite a couple of guests (supporters) to the event. If possible we encourage each nominating board to pick up the tab for the candidate's guests. The cost for this year's banquet is \$50.00/plate.

Please complete the information on the following page and forward along with the appropriate payment to Pam Boyson, Zone 6 Secretary Treasurer at the address listed above on or before April 30, 2018. Please make the cheque payable to **ASBA, Zone 6**

IF anyone has any food allergies or restrictions, please note & highlight it on the attached form

**Edwin Parr Awards Ceremony
Ticket Order Form**

Wednesday, May 9, 2018
Heritage Inn, Taber, Alberta

School Jurisdiction Name: Lethbridge School District No. 51

PLEASE NOTE & HIGHLIGHT ANY FOOD ALLERGIES OR RESTRICTIONS ON THIS FORM

<u>Attendees</u>	<u>Ticket cost \$ 50.00/plate</u>
Edwin Parr Candidate Name: <u>Sarah Williamson</u>	No charge
Guest Name: <u>Steve Williamson</u>	<u>\$50.00</u>
Guest Name: <u>Janice Williamson</u>	<u>\$50.00</u>
Guest Name: <u>Kennedy Carpenter</u>	<u>\$50.00</u>
Principal of GS Lakie: <u>Sharon Mezei</u>	<u>\$50.00</u>
Board Chair: <u>Clark Bosch</u>	<u>\$50.00</u>
Vice Chair: <u>Jan Foster</u>	<u>\$50.00</u>
Trustee Name: <u>Donna Hunt</u>	<u>\$50.00</u>
Trustee Name: <u>Lola Major</u>	<u>\$50.00</u>
Administration: <u>Rik Jesse</u>	<u>\$50.00</u>
Administration: <u>Cheryl Gilmore</u>	<u>\$50.00</u>
Administration: <u>Christine Lee</u>	<u>\$50.00</u>
Communications Officer: <u>Garrett Simmons</u>	<u>\$50.00</u>
Total Payment included to ASBA Zone 6	<u>\$600.00</u>

Date: 28-May-2018
10:03

Lethbridge Public Sd

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Expense Form

Number of Uploaded Documents:  (1)

▼ VENDOR EXPENSE PAYMENT REQUEST (ENTRY SCREEN)

Task ID: 0000104470 - Created: 30-Apr-2018 01:17.09 PM - By: Leeanne Tedder - Processed: 30-Apr-2018 01:17.09 PM - By: Leeanne Tedder

Vendor Number: 01183 - Asba Zone 6

Invoice Number: EdwinParr2018

Invoice Date: 30-Apr-2018


Reference Info:

(Prints on
Cheque)

Edwin Parr Awards Ceremony - ticket order for May 9, 2018

Internal
Comments:

Edwin Parr Awards Ceremony - ticket order for May 9, 2018 Transfer \$50 per person to the following: Trustees 170104100100032, Rik Jesse \$50 to 159104180100018, Christine Lee 159104250425025

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
159104200100020		600.00		0.00
			Total Without Taxes:	600.00
			Tax Total:	0.00
			Total With Taxes:	600.00

▼ VENDOR EXPENSE PAYMENT REQUEST (AUTHORIZATION SECTION)

Task ID: 0000104470 - Created: 30-Apr-2018 01:17.09 PM - By: Leeanne Tedder - Processed: 30-Apr-2018 02:28.06 PM - By: Cheryl Gilmore

Action Taken: No Objection

Vendor Number: 01183 - Asba Zone 6


Invoice Number: EdwinParr2018

Invoice Date: 30-Apr-2018

Reference Info:

(Prints on Cheque)

Edwin Parr Awards Ceremony - ticket order for May 9, 2018

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
159104200100020		600.00		0.00
			Total Without Taxes:	600.00
			Tax Total:	0.00
			Total With Taxes:	600.00

▼ VENDOR EXPENSE PAYMENT REQUEST (AP CLERK SECTION)

Task ID: 0000104470 - Created: 30-Apr-2018 02:28.06 PM - By: Cheryl Gilmore - Processed: 30-Apr-2018 04:03.44 PM - By: Pauline Jongeling

Action Taken: Approve Expense

Vendor Number: 01183 - Asba Zone 6

Invoice Number:

EdwinParr2018

Invoice Date:

30-Apr-2018

Reference Info:

Edwin Parr Awards Ceremony - ticket order for May 9, 2018

(Prints on Cheque)

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
170104100100032	<input checked="" type="checkbox"/>	500.00		0.00
159104180100018	<input checked="" type="checkbox"/>	50.00		0.00
159104250100025	<input checked="" type="checkbox"/>	50.00		0.00
			Total Without Taxes:	600.00
			Tax Total:	<u>0.00</u>
			Total With Taxes:	600.00

Date: 28-May-2018
10:04

Lethbridge Public Sd

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Expense Form

Number of Uploaded Documents:  (0)

▼ TRUSTEES TRAVEL AND EXPENSE WARRANT

Task ID: 0000105564 - Created: 11-May-2018 09:21.58 AM - By: Clark Bosch - Processed: 11-May-2018 09:21.58 AM -
By: Clark Bosch

NAME: Bosch, Clark J (10671)
DATES: From: 09-May-2018 To: 09-May-2018
FUNCTION or MEETING: ASBA Zone 6 mtg Check if Travel is in the USA: ☐
LOCATION: Taber

EXPENSES:

				Enter GST on Invoice	Section Total
1. MEALS:					
Breakfast	@ \$ 10.00	\$	0.00		
Lunch	@ \$ 15.00	\$	0.00		
Dinner	@ \$ 20.00	\$	0.00		
Gratuity automatically calculated	@ .15 %	\$	0.00		\$ 0.00 (1)
2. HOTELS:					
Hotel: Enter total invoice amount - attach vouchers:		\$	\$		
Private Accommodation:	@ \$ 20.00	\$	0.00		\$ 0.00 (2)
3. TRANSPORTATION COSTS:					
A) Economy Air Fair: Enter total invoice amount - attach receipts		\$	\$		
Taxi Fares - State number of trips:		\$			
OR B) Car Expenses	Taber 108 KMS	@ \$.505	\$ 54.54		\$ 54.54 (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):	2.60	TOTAL EXPENSES CLAIMED:	(1+2+3+4+5)	\$	54.54
GST on Invoices:	0.00	Less: ADVANCE		\$	
Total GST:	2.60	NET TOTAL TO BE PAID:		\$	54.54

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

▼ APPROVAL SECTION

Task ID: 0000105564 - Created: 11-May-2018 09:21.58 AM - By: Clark Bosch - Processed: 11-May-2018 09:28.38 AM -
By: Christine Lee

Action Taken: No Objection

▼ TRUSTEE EXPENSE WARRANT-PAYROLL SECTION

Task ID: 0000105564 - Created: 11-May-2018 09:28.38 AM - By: Christine Lee - Processed: 15-May-2018 09:29.46 AM - By: Carrie McLaren

This expense form is being routed to you as the Trustee has entered honoraria or a per diem allowance.

Please print the expense form for processing of payment and as backup documentation.

▼ ACCOUNTS PAYABLE CLERK SECTION

Task ID: 0000105564 - Created: 11-May-2018 09:28.38 AM - By: Christine Lee - Processed: 15-May-2018 08:32.25 AM - By: Pauline Jongeling

Action Taken: Approve Expense

Travel & Expense Calculator			
Section	Amount Claimed Less GST	GST	Total
Meals:	0.00	0.00	0.00
Hotels:	0.00	0.00	0.00
Transportation Costs:	51.94	2.60	54.54
Registration Fees:	0.00	0.00	0.00
Technology Costs:	0.00	0.00	0.00
Expenses Claimed:	51.94	2.60	54.54
			Less: ADVANCE
			0.00
U.S. Dollars:	Exchange Rate:	Exchange:	0.00
NET TOTAL TO BE PAID:			54.54

Vendor Number: EM10671 - Bosch, Clark J

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
170104100100032		54.54	1	2.60
Total Without Taxes:				51.94
Tax Total:				2.60
Total With Taxes:				54.54

Authorizer Comment
approved

PAID