<table>
<thead>
<tr>
<th>Event or Expenditure Item</th>
<th>Board</th>
<th>Professional</th>
<th>Dates</th>
<th>Hotel</th>
<th>Flight</th>
<th>Mileage</th>
<th>Other Expenditures</th>
<th>Per Diem</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chamber of Commerce- Presidents Dinner</td>
<td>X</td>
<td>Learning</td>
<td>September</td>
<td>$78.75</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$78.75</td>
</tr>
<tr>
<td>Team Lethbridge</td>
<td>X</td>
<td></td>
<td>Nov 23 to Nov 26</td>
<td>$357.02</td>
<td>$80.50</td>
<td>$525.00</td>
<td></td>
<td>$525.00</td>
<td>$962.52</td>
</tr>
<tr>
<td>ASBA Fall General Meeting</td>
<td>X</td>
<td>X</td>
<td>November</td>
<td>$252.13</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$777.13</td>
</tr>
<tr>
<td>Chamber of Commerce- MLA Lunch</td>
<td>X</td>
<td></td>
<td>September</td>
<td></td>
<td></td>
<td></td>
<td>$52.50</td>
<td></td>
<td>$52.50</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total for Period</td>
<td></td>
<td></td>
<td></td>
<td>$357.02</td>
<td>$252.13</td>
<td>$0.00</td>
<td>$211.75</td>
<td>$1,050.00</td>
<td>$1,870.90</td>
</tr>
</tbody>
</table>
LeeAnne Tedder
Chamber of Commerce
2015 President’s Dinner

From: Cheryl Gilmore
Sent: August-26-15 11:25 AM
To: LeeAnne Tedder
Subject: FW: Transaction Receipt from Lethbridge Chamber of Commerce for 630.00 (CAD)

From: Auto-Receipt [mailto:noreply@mail.authorize.net]
Sent: August-26-15 10:40 AM
To: Cheryl Gilmore <Cheryl.Gilmore@lethsd.ab.ca>
Subject: Transaction Receipt from Lethbridge Chamber of Commerce for 630.00 (CAD)

Order Information
Description: Registration - 2015 President's Dinner : Attendees: 8
Invoice Number: 328324

Billing Information
Cheryl Gilmore
LETHBRIDGE SCHOOL DISTRICT #51
433 - 15 Street South
Lethbridge, AB T1J 2Z5
CA
cheryl.gilmore@ehsd.ab.ca
(403) 380-5301

Shipping Information

Total: 630.00 (CAD)

Payment Information
Date/Time: 26-Aug-2015 9:40:05 PDT
Transaction ID: 7470401087
Payment Method: Visa xxxxx4802
Transaction Type: Purchase
Auth Code: 001577

Merchant Contact Information
Lethbridge Chamber of Commerce
Lethbridge, AB :T1J2e1
CA
karla@lethbridgachamber.com

$78.75/ticket including GST

LeeAnne’s VISA
Chamber of Commerce
2015 President’s Dinner
## Expense Reimbursement Authorization

Review all sections of the form and then complete the last section at the bottom of the page.

### TRUSTEES TRAVEL AND EXPENSE WARRANT


**NAME:**
Laser, Donald N (10298)

**DATES:**

**FUNCTION or MEETING:**
Team Lethbridge

**LOCATION:**
Edmonton

### EXPENSES:

#### 1. MEALS:
- Breakfast: $10.00
- Lunch: $15.00
- Dinner: $20.00

#### 2. HOTELS:
- Hotel Enter total invoice amount - attach vouchers:
  - $577.03
- Private Accommodation:
  - $20.00

#### 3. TRANSPORTATION COSTS:
- 1) Economy Air Far: Enter total invoice amount - attach receipts
  - $130.00
- 2) Car Expenses:
  - $0.00

#### 4. REGISTRATION FEES:
- $0.00

#### 5. TECHNOLOGY COSTS:
- $0.00

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
<th>GST</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$10.00</td>
<td></td>
<td>$10.00</td>
</tr>
<tr>
<td>Lunch</td>
<td>$15.00</td>
<td></td>
<td>$15.00</td>
</tr>
<tr>
<td>Dinner</td>
<td>$20.00</td>
<td></td>
<td>$20.00</td>
</tr>
<tr>
<td>Hotel</td>
<td>$577.03</td>
<td></td>
<td>$577.03</td>
</tr>
<tr>
<td>Private Accommodation</td>
<td>$20.00</td>
<td></td>
<td>$20.00</td>
</tr>
<tr>
<td>Economy Air Far</td>
<td>$130.00</td>
<td></td>
<td>$130.00</td>
</tr>
<tr>
<td>Car Expenses</td>
<td>$0.00</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>TOTAL EXPENSES CLAIMED</td>
<td></td>
<td></td>
<td>$437.02</td>
</tr>
</tbody>
</table>

**APPROVAL SECTION**


**Action Taken:** No Objection

### ACCOUNTS PAYABLE CLERK SECTION

**Task ID:** 900006414 - Created: 26-Nov-2015 11:47:30 AM - By: Donald Lawson

#### Travel & Expense Calculator

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount Claimed</th>
<th>Less GST</th>
<th>GST</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meals</td>
<td>$20.00</td>
<td></td>
<td></td>
<td>$20.00</td>
</tr>
<tr>
<td>Hotels</td>
<td>$110.00</td>
<td></td>
<td></td>
<td>$110.00</td>
</tr>
<tr>
<td>Transportation</td>
<td>$150.00</td>
<td></td>
<td></td>
<td>$150.00</td>
</tr>
<tr>
<td>Registration Fees</td>
<td>$0.00</td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Technology Costs</td>
<td>$0.00</td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$437.02</strong></td>
<td></td>
<td></td>
<td><strong>$437.02</strong></td>
</tr>
</tbody>
</table>

**U.S. Dollars:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>Exchange Rate</th>
<th>Exchange</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Net Total To Be Paid</strong></td>
<td>$437.02</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**Vendor Number:**

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Laser, Donald N</th>
</tr>
</thead>
</table>

**GL Account Number:**

<table>
<thead>
<tr>
<th>GL Account Number</th>
<th>Description</th>
<th>Amount</th>
<th>Tax Code</th>
<th>Tax Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>120104/0010032</td>
<td>TRUSTEES-TRAN-BROOKSKY-GEN-BOARD</td>
<td>$437.02</td>
<td>GST</td>
<td>120104</td>
</tr>
</tbody>
</table>

**Total Without Taxes:** $437.02

**Tax Total:** $0.00

**Total With Tax:** $437.02

---

Mr Don Lacey  
60 15 Street South  
Lethbridge AB T1J 2Z5  
Canada

Room Number:  0708  
Arrival Date:  11-24-15  
Departure Date:  11-26-15  
Page No:  1 of 1

**INFORMATION INVOICE**

**Folio No:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Charges</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>11-24-15</td>
<td>Room Revenue</td>
<td>159.00</td>
<td></td>
</tr>
<tr>
<td>11-24-15</td>
<td>Destination Marketing Fee - 3%</td>
<td>4.77</td>
<td></td>
</tr>
<tr>
<td>11-24-15</td>
<td>Tourism Levy - 4%</td>
<td>6.55</td>
<td></td>
</tr>
<tr>
<td>11-24-15</td>
<td>Room GST - 5%</td>
<td>8.19</td>
<td></td>
</tr>
<tr>
<td>11-25-15</td>
<td>Room Revenue</td>
<td></td>
<td>159.00</td>
</tr>
<tr>
<td>11-25-15</td>
<td>Destination Marketing Fee - 3%</td>
<td>4.77</td>
<td></td>
</tr>
<tr>
<td>11-25-15</td>
<td>Tourism Levy - 4%</td>
<td>6.55</td>
<td></td>
</tr>
<tr>
<td>11-25-15</td>
<td>Room GST - 5%</td>
<td>8.19</td>
<td></td>
</tr>
<tr>
<td>11-26-15</td>
<td>Visa</td>
<td>451401 XXXXXX6678</td>
<td>11/17</td>
</tr>
</tbody>
</table>

**Total**  
357.02  357.02

**Balance**  
0.00

**Signature:**
I agree that my liability for all charges is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges. G.S.T. #R166344302 RT 0001

10640 100th Avenue Edmonton, AB Canada T5J 398  Tel: (866) 465-8150  www.matrixedmonton.com
Thank you for choosing WestJet. Please read these important details carefully regarding your purchase and itinerary. Please keep this information for your records as WestJet cannot provide this information to you later than seven days after the completion of your last flight. This is an automated message system. Please do not respond. If you have any concerns about this message or if you have received this message in error, please contact WestJet at 1-888-9378538 (1-888-WESTJET).

Booking Confirmation

Your reservation code is: TCRSEZ

Main contact: Mr Don Lacey
E-mail: don.lacey@lethsd.ab.ca
Phone Number: 4033805303

For more information on flying with WestJet, including baggage fees, please visit Travel Info. Please ensure that if your travel plans include a flight on a WestJet Encore turboprop aircraft that you review the following details as there are some differences in allowances and amenities from flights on our larger WestJet Boeing 737 aircraft.

If you are flying to Dublin, there are also some specific regulations you should be aware of before you leave.

Guest

Mr. Don Lacey

Flight: Calgary (YYC)-Edmonton (YEG)
Ticket Number: TN838211131635
Seat: YYC-YEG: *

Air Itinerary Details

WS3243
Operated by WESTJET ENCORE

Calgary, CA
Sun 15 Nov, 2015 03:10 PM

Edmonton, CA
Sun 15 Nov, 2015 04:07 PM

Fare type: Flex
Non-stop

Fare breakdown

<table>
<thead>
<tr>
<th>Guest type</th>
<th>Base fare per guest</th>
<th>Air transportation charges per guest</th>
<th>Taxes, fees and charges per guest</th>
<th>Total fare per guest</th>
<th>Number of guests</th>
<th>Total fare</th>
</tr>
</thead>
<tbody>
<tr>
<td>adult</td>
<td>CAD 191.00</td>
<td>CAD 12.00</td>
<td>CAD 49.13</td>
<td>CAD 252.13</td>
<td>x 1</td>
<td>CAD 252.13</td>
</tr>
</tbody>
</table>

Total airfare: CAD 252.13

Tax details

<table>
<thead>
<tr>
<th>Rate code</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>XG</td>
<td>Goods and Services Tax (GST)</td>
<td>CAD 12.01</td>
</tr>
<tr>
<td>CA</td>
<td>Air Travellers Security Charge (ATSC)</td>
<td>CAD 7.12</td>
</tr>
<tr>
<td>SQ</td>
<td>Airport Improvement Fee (AIF)</td>
<td>CAD 30.00</td>
</tr>
</tbody>
</table>

Total taxes: CAD 49.13

Fare family benefits

YYC-YEG: Flex Seat Sale Benefits

- No fee for first checked bag
- Second checked bag fee of $25-29.50 CAD and excess checked baggage fee of $75-88.50 CAD per eligible piece
- Lower change and cancellation fees
Expense Reimbursement Authorization

Review all sections of the form and then complete the last section at the bottom of the page.

TRUSTEES TRAVEL AND EXPENSE WARRANT

Task ID: 0000000000213

Lacey Donald H (19206)


FUNCTION or MEETING: Fall ASBA Sessions

LOCATION: Edmonton

Check if Travel in the USA:

EXPENSES:

1. MEALS:
   - Breakfast: 10.00
   - Lunch: 16.00
   - Dinner: 30.00

   Section Total: 0.00

2. HOTELS:
   - Hotel: Enter total invoice amount - attach vouchers: 30.00
   - Phone Accommodation: 0.00

   Section Total: 0.00

3. TRANSPORTATION COSTS:
   - A) Economy Air Fare: Enter total invoice amount - attach receipts: 0.00
   - B) Car Expenses: 0.00

   Section Total: 0.00

4. ADMINISTRATION FEES:
   - Attach approved receipt or voucher: 0.00

   Section Total: 0.00

5. TECHNOLOGY COSTS:
   - 0.00

   Section Total: 0.00

For Office Use Only:

GST (Auto Calculated Where): 0.00

GST on Employees: 0.00

Total GST: 0.00

TOTAL EXPENSES CLAIMED:

Less: ADVANCE: 0.00

NET TOTAL TO BE PAID: 0.00

HONORARIA:

PER DIEM ALLOWANCE:

APPROVAL SECTION

TRUSTEE EXPENSE WARRANT PAYROLL SECTION

From: Auto-Receipt <noreply@mail.authorize.net>
Sent: September-01-15 1:56 PM
To: LeeAnne Tedder
Subject: Transaction Receipt from Lethbridge Chamber of Commerce for 105.00 (CAD) Lunch

Order Information
Description: Registration - Meet the MLAs Lunch : Attendees: 2
Invoice Number: 337324

Billing Information
LeeAnne Tedder
LETHBRIDGE SCHOOL DISTRICT #51
433 - 15 Street South
Lethbridge, AB T1J 2Z5
CA
leeanne.tedder@ltbdsd.ab.ca
(403) 380-5301

Shipping Information

Total: 105.00 (CAD)

Payment Information
Date/Time: 1-Sep 2015 12:56:26 PDT
Transaction ID: 7488862874
Payment Method: Visa xxxx4802
Transaction Type: Purchase
Auth Code: 089271

Merchant Contact Information
Lethbridge Chamber of Commerce
Lethbridge, AB T1J2a1
CA
karla@lethbridgechamber.com