## Trustee Professional Development and Travel Expenses

**Trustee - Jan Foster**  
Period: June 1, 2014 to August 31, 2014

<table>
<thead>
<tr>
<th>Event or Expenditure Item</th>
<th>Board Business</th>
<th>Professional Learning</th>
<th>Dates</th>
<th>Hotel</th>
<th>Flight</th>
<th>Mileage</th>
<th>Other Expenditures</th>
<th>Per Diem</th>
<th>Total</th>
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<tbody>
<tr>
<td>Non Union Negotiations</td>
<td>x</td>
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<td>June 17th</td>
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<tr>
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<td>$591.00</td>
<td>$591.00</td>
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<tr>
<td>Technology Costs</td>
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<td>June 21st</td>
<td></td>
<td>$28.81</td>
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<tr>
<td>Total for Period</td>
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<td></td>
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<td>$0.00</td>
<td>$0.00</td>
<td>$619.81</td>
<td>$150.00</td>
<td>$769.81</td>
</tr>
</tbody>
</table>
Review all sections of the form and then complete the last section at the bottom of the page.

TRUSTEES TRAVEL AND EXPENSE WARRANT

NAME: Foster, Jan (1242)
DATES: From 17-Jun-2014 To 17-Jun-2014
FUNCTION or MEETING: Non-union negotiating meeting
LOCATION: Lethbridge- Alberta

EXPENSES:

1. MEALS:
   - Breakfast @ $ 10.00 $ 10.00
   - Lunch @ $ 10.00 $ 10.00
   - Dinner @ $ 20.00 $ 20.00
   - Gratuity automatically calculated @ .15 % $ 0.00 $ 0.00

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

3. TRANSPORTATION COSTS:
   - A) Economy Air Fares: Enter total invoice amount - attach receipts
   - Taxi Fares: State number of trips
   - OR B) Car Expenses:
     - KM'S @ $ 0.50 $ 0.00

4. REGISTRATION FEE:
   - Attach approved receipt or voucher

5. TECHNOLOGY COSTS:
   - $ 0.00

Ex Officio Travel Per Diem
   - GST (Auto Calculated Within)
   - GST on Invoices $ 0.00
   - Tires @ 0.00

HONORARIA:
   - Half Day($198)
   - 81 Full Day($591)

PER DIEM ALLOWANCE:
   - Half Day($198)
   - 81 Full Day($591)

TOTAL EXPENSES CLAIMED:
   - (1-3-3-4-5) $ 0.00

ACTION TAKEN: No Objection

TRUSTEE EXPENSE WARRANT PAYROLL SECTION

Action Taken:
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.

TRUSTEE EXPENSE WARRANT PAYROLL SECTION

Action Taken:
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.
Registration

Your information has been received.
A confirmation email has been sent to: jan.foster@lethsd.ab.ca
Registration, however, is not complete until we have received your payment.
You may pay by Purchase Order or Check. If you are paying with a Purchase Order, simply supply A+
Educators with the purchase order number, and the name, address, and phone number of the
school or district responsible for payment at the time you register. Make sure to fax a copy of the
purchase order to A+ Educators at 888-756-7628. If you are paying by check, please mail your check
today to:

A+ Educators
7227 N. 16th Street, Suite #190
Phoenix AZ 85020
Reference 32nd Annual Effective Schools Conference - ID: 140

Pay via PayPal; you can pay with your credit card if you don't have a PayPal account.

Order details:

Event Name/Cost: 32nd Annual Effective Schools Conference - USD 545.00
Attendee Name: Jan Foster
Email Address: jan.foster@lethsd.ab.ca
Number of Attendees: 1
Order Details: 1 REG-Individual Registration USD 545.00
Total Cost: USD 545.00

http://www.efffectiveschoolsconference2015.com/registration/?action=show-confirm-me 25/06/2014
TRUSTEES TRAVEL AND EXPENSE WARRANT
Task ID: 0000051783 - Created: 16-Jul-2014 10:59:03 AM - By: Jan Foster - Processed: 16-Jul-2014 10:59:03 AM - By: Jan Foster

NAME: Foster, Jan (12142)
DATES: From 21-Jun-2014 To 2-Jul-2014
FUNCTION or MEETING: Order for printer toner cartridge
LOCATION: Check if Travel is in USA:

EXPENSES:

1. MEALS:
   - Breakfast: $16.00
   - Lunch: $15.00
   - Dinner: $20.00
   - Gratuity automatically calculated: $0.00

2. HOTELS:
   - Hotel: $20.00
   - Private Accommodation: $6.00

3. TRANSPORTATION COSTS:
   - A) Economy Air Fair: $0.00
   - B) Car Expenses: $0.00

4. REGISTRATION FEES:
   - Attach approved receipt or voucher: $0.00

5. TECHNOLOGY COSTS:
   - Printer, Cartridges: $28.81

For Office Use Only:
- GST (Auto Calculated Within): $0.93
- GST on Invoices: 1.37%
- Total GST: 1.37

HONORARIA:
- Half Day(s): $0.00
- Full Day(s): $0.00

TOTAL EXPENSES CLAIMED: $28.81
- Less: ADVANCE
- NET TOTAL TO BE PAID: $28.81

APPROVAL SECTION
Task ID: 0000051783 - Created: 16-Jul-2014 10:59:03 AM - By: Jan Foster - Processed: 16-Jul-2014 10:59:03 AM - By: Jan Foster
Action Taken: No Objection

ACCOUNTS PAYABLE OR ERK SECTION
Task ID: 0000051783 - Created: 16-Jul-2014 10:59:03 AM - By: Jan Foster - Processed: 16-Jul-2014 10:59:03 AM - By: Jan Foster

<table>
<thead>
<tr>
<th>Section</th>
<th>Amount Claimed</th>
<th>Less GST</th>
<th>GST</th>
<th>Total</th>
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</thead>
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<td>Transportation</td>
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<td>Technology</td>
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<tr>
<td>Less: ADVANCE</td>
<td>0.00</td>
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<td></td>
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</tr>
<tr>
<td>NET TOTAL TO BE PAID</td>
<td>28.81</td>
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<td></td>
</tr>
</tbody>
</table>

U.S. Dollars: Exchange Rate: Exchange: 0.00

Vendor Number: EM12142
GL Account Number: 1701314010032
Authorizer Comment:

Title #32940853

Order Details

Bill To
Janice Foster
Unit 296-2300 - 13th Street North
Lethbridge Alberta T1H 4E8 Canada
Tel: 403-524-3271

Ship To
Janice Foster
Unit 296-2300 - 13th Street North
Lethbridge Alberta T1H 4E8 Canada
Tel: 403-524-3271

Shipping Method
Canada Post Expedited Parcel

Payment Method
Paypal

Order Items

Model   Qty   Price   Total
Canon 128 New Compatible Black Toner Cartridge (3500B001AA)

1 $22.49 $22.49

Sub Total $22.49

Shipping Cost $4.95

GST/HST 5% $1.37

PST/GST $0.00

Total (CAD$) $28.81

Account Details

Name
Canon 128 New Compatible Black Toner Cartridge (3500B001AA)

Address
296-2300 - 13th Street North
Lethbridge Alberta T1H 4E8 Canada

Credit Rewards

Reseller

Purchase Order

Order Status History

Ordered - Paid - Awaiting Process
06/21/2014 12:10

Re Order

06/21/2014 12:08

06/21/2014 12:06

Print Invoice

Inquiry

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