### Trustee Professional Development and Travel Expenses

**Trustee - Jan Foster**

**Period:** December 1, 2013 to February 28th, 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>
</tr>
</thead>
<tbody>
<tr>
<td>Inspiring Education Symposium</td>
<td>X</td>
<td></td>
<td>February 19th</td>
<td></td>
<td></td>
<td></td>
<td>$29.00</td>
<td>$150.00</td>
<td>$179.00</td>
</tr>
<tr>
<td>Moving Beyond Discussion</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$125.00</td>
<td></td>
<td>$125.00</td>
</tr>
</tbody>
</table>

**Total for Period**

- Hotel: $0.00
- Flight: $0.00
- Mileage: $0.00
- Other Expenditures: $154.00
- Per Diem: $150.00
- Total: $304.00

**No receipts required for Per Diem's**
Expense 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: 0006474777 - Created: 23-Feb-2014 02:37:32 PM - By: Jan Foster - Processed: 23-Feb-2014 03:37:33 PM - By: Jan Foster

NAME: Foster, Jan [1242]
DATES: From: 18-Feb-2014 To: 19-Feb-2014
FUNCTION or MEETING: Inspiring Education Symposium
LOCATION: Calgary, Alberta

EXPENSES:

1. MEALS:

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
<th>Enter GST on Invoice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$15.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Lunch</td>
<td>$15.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Dinner</td>
<td>$20.00</td>
<td>$3.00</td>
</tr>
</tbody>
</table>

2. HOTELS:

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hotel</td>
<td>$60.00</td>
</tr>
</tbody>
</table>

3. TRANSPORTATION COSTS:

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air</td>
<td>$670.00</td>
</tr>
<tr>
<td>Car</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

4. REGISTRATION FEES:

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fees</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

5. TECHNOLOGY COSTS:

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

For Office Use Only:

GST (Auto Calculated When): 0.05
GST on Invoices: 0.00
Total GST: 0.05

HONORARIA:

Half Day(s): (1 Full Day(s))

PER DIEM ALLOWANCE:

Half Day(s): (1 Full Day(s))

APPROVAL SECTION
Task ID: 0006474777 - Created: 23-Feb-2014 03:37:33 PM - By: Jan Foster - Processed: 23-Feb-2014 03:37:33 PM - By: Jan Foster

Action Taken: No Objection

TRUSTEE EXPENSE WARRANT/PAYROLL SECTION
Task ID: 0006474777 - Created: 23-Feb-2014 03:37:33 PM - By: Jan Foster - Processed: 23-Feb-2014 03:37:33 PM - By: Jan Foster

Action Taken: This expense form is being routed to you as the Trustee has entered honoraria or a per diem allowance. Please review the expense form for processing of payment and attach any documentation.

ACCOUNTS PAYABLE CLERK SECTION
Task ID: 0006474777 - Created: 23-Feb-2014 03:37:33 PM - By: Jan Foster - Processed: 23-Feb-2014 03:37:33 PM - By: Jan Foster

Action Taken: These expense forms have been reviewed and approved. Please process payment as per the attached documentation.

Vendor Number: EM1242

https://adw lethsd.ab.ca/live/servlet/Broker?env=ess&template=ess.TaskAuthorization/Ta... 07/03/2014
Authorized Comment

Thaina

Approve Expense  Query Expense  Save Print Info  Redirect  Edit Section  Send Emp Email  Add Dated Comment

Invoice Has Not Been Created

Total Without Taxes: 28.02
Tax Total: 5.08
Total With Taxes: 33.10
07:28
3.00 CASH 14.02.19
264 Anderson
Adult Regular 00:30

16:43
3.00 CASH 14.02.19
204 Stampede
Adult Regular 00:30
Please note: Seniors (65+) and Students will be asked to show valid identification when entering conference.

SUBMIT PAYMENT

ORDERS

<table>
<thead>
<tr>
<th>Name</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Complimentary</td>
<td>Complimentary</td>
</tr>
<tr>
<td>&quot;Thinking out of the Box&quot; Attracting Diversity Through Unique Programming</td>
<td></td>
<td></td>
</tr>
<tr>
<td>&quot;Social Inclusion &amp; Exclusion&quot; Parents and Grandparents Involvement in Community Development</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gay-Straight Alliances (GSA's) in Schools</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Order Subtotal: CAD $ 125.00
Total: CAD $ 125.00

Payment Method

If paying by cash or cheque, please send payment prior to the Conference.

Cheques can be made out to 'The City of Lethbridge'.

Please send payment to:
Dominika Czamecki, Administrative Support,
Community & Social Development, City of Lethbridge
Floor, City Hall, 910 - 4th Avenue South
Lethbridge, AB T1J 0P6
Fax: 403-320-2512

For more information, please contact:
Roy Pazderiski at 403-320-4130 or roy.pazderiski@lethbridge.ca or
Dominika Czamecki at 403-320-3051 or dominika.czamecki@lethbridge.ca

- Credit Card - Enter your information in the section below.
- Check - Please send prior to Conference
- Cash - Please send prior to Conference