## Trustee Professional Development and Travel Expenses

**Trustee - Jan Foster**  
**Period:** March 1, 2015 to May 31, 2015

<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>Board Strategic Planning Retreat</td>
<td>X</td>
<td>Learning</td>
<td>March 5th &amp; 6th</td>
<td>$171.67</td>
<td></td>
<td>$22.96</td>
<td>$300.00</td>
<td></td>
<td>$494.63</td>
</tr>
<tr>
<td>Edwin Parr Awards Dinner</td>
<td>X</td>
<td></td>
<td>May 13th</td>
<td></td>
<td>$61.61</td>
<td></td>
<td>$35.00</td>
<td>$150.00</td>
<td>$246.61</td>
</tr>
<tr>
<td>Woods Home Gala</td>
<td>X</td>
<td></td>
<td>May</td>
<td></td>
<td></td>
<td></td>
<td>$150.00</td>
<td></td>
<td>$150.00</td>
</tr>
</tbody>
</table>

| Total for Period                |                |                       |             | $171.67 | $0.00  | $61.61  | $207.96          | $450.00  | $891.24 |
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: Foster, Jan (1314)
FUNCTION or MEETING: Board retreat
LOCATION: Waterton, Alberta

EXPENSES:

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

Grand total automatically calculated: $55.00

Enter GST on Invoice: $0.00
Section Total: $55.00

2. HOTELS:
- Hotel: $20.00

Grand total automatically calculated: $20.00

Enter GST on Invoice: $0.00
Section Total: $20.00

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

Grand total automatically calculated: $55.00

Enter GST on Invoice: $0.00
Section Total: $55.00

4. REGISTRATION FEES:
Attach approved receipt or voucher

Grand total automatically calculated: $22.95

Enter GST on Invoice: $0.00
Section Total: $22.95

5. TECHNOLOGY COSTS:

Grand total automatically calculated: $0.00

Enter GST on Invoice: $0.00
Section Total: $0.00

TOTAL EXPENSES CLAIMED: $133.10
(1+2+3+4+5) $40.21

HONORARIA:
Half Day(s): $22.95
Full Day(s): $45.90

PER DIEM ALLOWANCE:
Half Day(s): $22.95
Full Day(s): $45.90

APPROVAL SECTION
Action Taken: No Objection

TRUSTEE EXPENSE WARRANT/PAYROLL SECTION
This expense form is being routed to you at the Trustee has entered honoraria or a per diem allowance.
Please print the expense form for the processing of payment and as backup documentation.

ACCOUNTS PAYABLE CLERK SECTION
Task ID: 0000007970 - Created: 09-Mar-2015 08:01:49 AM - By: Donald Luusler

Travel & Expense Calculator

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount Claimed Less GST</th>
<th>GST</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meals</td>
<td>15.54</td>
<td>0.71</td>
<td>17.25</td>
</tr>
<tr>
<td>Hotel</td>
<td>1.00</td>
<td>0.00</td>
<td>1.00</td>
</tr>
<tr>
<td>Transportation Costs</td>
<td>1.00</td>
<td>0.00</td>
<td>1.00</td>
</tr>
<tr>
<td>Registration Fees</td>
<td>20.95</td>
<td>0.00</td>
<td>20.95</td>
</tr>
<tr>
<td>Technology Costs</td>
<td>2.00</td>
<td>0.00</td>
<td>2.00</td>
</tr>
<tr>
<td>Total Expenses Claimed</td>
<td>29.50</td>
<td>0.71</td>
<td>30.21</td>
</tr>
</tbody>
</table>

Less ADVANCE: 0.00

NET TOTAL TO BE PAID: 30.21

Vendor Number: EM1242
GL Account Number: 175101-100-000002
Taxes incurred Amount: 40.21 Tax Code: 0.00 Tax Amount: 40.21
Total Without Taxes: 40.21 Total: 40.21 Total With Taxes: 40.21

https://adw.lethsd.ab.ca/live/servlet/Broker?env=ess&template=ess.TaskAuthorization/Ta...
# INVOICE

**WATERTON**
**LAKES LODGE RESORT**

**Bill To:** Lethbridge School District No. 51  
**Contact:** LeeAnne Tedder  
433, 15th Street. South  
Lethbridge, Alberta.  
T1J 2Z4  
**Phone:** 403-380-5301  
**Email:** LeeAnne_Tedder@lethsd.ab.ca

**Invoice #** 118829  
**Folio #:** LETH51_Final/Invoices  
**Date:** Monday 9th March 2015  
**Due:** Sunday 5th April 2015  
**Issued by:** Deanna Boultch  
**Phone:** 403-859-2106  
**Email:** deanna@waymaker.ca

**Terms of Payment:** Payment is due no later than 30 days after function. Cash, cheque or credit card accepted.

**Payable to:** Waterton Lakes Resort  
P.O. Box 100  
Waterton Park, Alberta  
Canada T0K 2M0

**Arrival:** 5th March 2015  
**Function:** Group Conference/Board Retreat  
**Departure:** 6th March 2015

**Service:**  
**Quantity:**  
**Unit Price:**  
**Ext. Price:**  
**5% GST:**  
**Tourism Levy:**  
**18% Total:**

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Ext. Price</th>
<th>5% GST</th>
<th>Tourism Levy</th>
<th>18% Total</th>
</tr>
</thead>
</table>
| Accommodation:  
1 x DK Deluxe King for ‘Night’  
1 x FKQQ 2 Queen, Kitchen, Patio for ‘Night’  
1 x SQQ Standard; 2 Queen for ‘Night’ | 1 1 10 | 134.00 197.00 89.00 | 134.00 197.00 89.00 | 6.70 9.85 44.50 | 5.36 7.88 35.60 | 146.06 214.73 970.10 |

**Subtotals:**  
12 420.00 1221.00 61.08 48.84 0.00 1350.89

| Meeting Room:  
Pioneer-Function Room | 1 | 250.00 | 250.00 | 12.50 | 0.00 | 0.00 | 262.50 |

**Subtotals:**  
1 250.00 250.00 12.50 0.00 0.00 262.50

| Meals:  
Lunch, Meals & Beverages  
Dinner, Meals & Beverages | 1/pax 12/pax | 0.00 0.00 | 197.25 588.00 | 9.86 29.44 | 0.00 0.00 | 35.51 105.62 | 242.62 724.11 |

**Subtotals:**  
0.00 785.95 39.30 0.00 0.00 141.48 956.73

**Total:** 2256.95 112.85 48.84 141.48 2650.12

**Deposit Due:** 0.00  
**Deposit Paid:** 500.00  
**Balance:** 2060.12

**Gratuity**

| Meals & Accommodation Board Retreat | 171.50 |

**Page 1 of 1**
<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Veg Medley</td>
<td>$3.49</td>
</tr>
<tr>
<td>Crabmeat Imitation</td>
<td>$3.52</td>
</tr>
<tr>
<td>Bread Mountain Grain</td>
<td>$1.99</td>
</tr>
<tr>
<td>Everyday Card 6454162597-4</td>
<td>$4.69</td>
</tr>
<tr>
<td>Everyday Card 64541689732</td>
<td>$4.99</td>
</tr>
<tr>
<td>Everyday Card 64541626013</td>
<td>$6.59</td>
</tr>
<tr>
<td>Everyday Card 64541689726</td>
<td>$6.69</td>
</tr>
<tr>
<td>Loyalty Offer 77097403639</td>
<td>$0.00</td>
</tr>
<tr>
<td>Loyalty Offer 77097403690</td>
<td>$0.00</td>
</tr>
<tr>
<td>Loyalty Offer 77097403593</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**AIR MILES Base Offer**

4 @ 1 each

TOTAL $90.49

U S Currency $10.00

@ RATE 1.15 $11.50

Cash TENDER $80.00

Rounding TENDER -$0.01

Cash CHANGE $1.00

NUMBER OF ITEMS 22

Member card number: 817******923

AIR MILES earned this visit 34

AIR MILES Cash balance 76

AIR MILES Dream balance 187

Term Tran Store Oper 03/01/15

6 2467 8854 13A 12:03:35

Thank you for shopping at Our Store

Come Again Soon

* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *

How was your shopping experience?
Please share your thoughts online.
safewaycanada.survey.marketforce.com

* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
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: Foster, Jan (0142)
FUNCTION or MEETING: ASIA Zone # Meeting and Edwin Parr dinner
LOCATION: Taber, Alberta

EXPENSES:
1. MEALS:
   - Breakfast $50.00
   - Lunch $50.00
   - Dinner $50.00
   - Gratuity automatically calculated @ 15 % $7.50

2. HOTELS:
   - Hotel: Enter total invoice amount - attach voucher $100.00
   - Private Accommodation $50.00

3. TRANSPORTATION COSTS:
   - Air Fare: Enter total invoice amount - attach receipt $50.00
   - Taxi Fare - State number of trips $10.00
   - Car Expenses 122 KMS $10.00

4. REGISTRATION FEES:
   - Attach approved receipt or voucher

5. TECHNOLOGY COSTS: $0.00

For Office Use Only:
GST (Auto Calculated Within): $2.30
GST on Invoices $0.00
Total GST $2.30
HONORARIA: Half Day(s)
PER DIEM ALLOWANCE: $0.00

TOTAL EXPENSES CLAIMED: $41.61
Less: ADVANCE $0.00
NET TOTAL TO BE PAID: $41.61

APPROVAL SECTION
Action Taken: No Objection

ACCOUNTS PAYABLE CLERK SECTION
Task ID: 0000086907 - Created: 14-May-2015 09:10:22 AM - By: Donald Lussier

Travel & Expense Calculator

Vendor Number: EM12412
OL Account Number: 014100032
Taxes Included: 6% GST
Amount $41.61
Tax Code 6% GST
Tax Amount 2.41
Total Without Taxes: 41.61
Total With Taxes: 41.61

https://adw.lethsd.ab.ca/live/scrvlct/Brokcr?cnv=css&template=css.TaskAuthorization/Ta...
14/05/2015
Edwin Parr Awards Ceremony  
Ticket Order Form  

Wednesday, May 13, 2015  
Heritage Inn, Taber, Alberta  

**School Jurisdiction Name:**  
Lethbridge School District No. 51

<table>
<thead>
<tr>
<th>Attendees</th>
<th>Ticket cost $ 35.00/plate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edwin Par Candidate Name:</td>
<td>Elizabet (Liz) Appleton</td>
</tr>
<tr>
<td>Guest Name:</td>
<td>Rick Appleton</td>
</tr>
<tr>
<td>Guest Name:</td>
<td>Carol Appleton</td>
</tr>
<tr>
<td>Guest Name:</td>
<td>Jack Appleton</td>
</tr>
<tr>
<td>Guest Name:</td>
<td>LaVern Appleton</td>
</tr>
<tr>
<td>Guest Name:</td>
<td>Brett Olsen</td>
</tr>
<tr>
<td>Guest Name:</td>
<td>Nancy Brown</td>
</tr>
<tr>
<td>Guest Name:</td>
<td>Sharleen Albrecht</td>
</tr>
<tr>
<td>Trustee Name:</td>
<td>Jan Foster, Vice-Chair</td>
</tr>
<tr>
<td>Trustee Name:</td>
<td>Keith Fowler</td>
</tr>
<tr>
<td>Trustee Name:</td>
<td>Mich Forster, Chair</td>
</tr>
<tr>
<td>Trustee Name:</td>
<td>Don Lacey</td>
</tr>
<tr>
<td>Trustee Name:</td>
<td>Lola Major</td>
</tr>
<tr>
<td>Trustee Name:</td>
<td>Donna Hunt</td>
</tr>
<tr>
<td>Administration:</td>
<td>Sharon Mezei</td>
</tr>
<tr>
<td>Administration:</td>
<td>Wendy Fox</td>
</tr>
<tr>
<td>Administration:</td>
<td>Cynthia Parr</td>
</tr>
</tbody>
</table>

Total Payment included to ASBA Zone 6  
$560.00
Wood's Homes Foundation
805 - 37th St NW
Calgary AB T2N 4N8
Ph: 403.270.4102
CRA Registration # 891849218 RR0001

NOT FOR INCOME TAX PURPOSES
Copy for Donor Records

Lethbridge School District #51
433 - 15th Street South
Lethbridge, AB T1J 2Z5

BRL161

Date Issued: 4/17/2015
Date Received: 4/15/2015
Issued At: Lethbridge, AB

Amount Received: $1,200.00
Value of Advantage: $587.84
Receipt Amount: $612.16

Authorized Signature

We Never Say No. We Never Give Up. We Never Turn Anyone Away.
Thank You For Your Generous Support!

For information on all registered charities in Canada under the Income Tax Act please contact: Canada Revenue Agency
www.cra.ca/charities

Wood's Homes Foundation
805 - 37th St NW
Calgary AB T2N 4N8
Ph: 403.270.4102
CRA Registration # 891849218 RR0001

NOT FOR INCOME TAX PURPOSES

Lethbridge School District #51
433 - 15th Street South
Lethbridge, AB T1J 2Z5

BRL161

Date Issued: 4/17/2015
Date Received: 4/15/2015
Issued At: Lethbridge, AB

Amount Received: $1,200.00
Value of Advantage: $587.84
Receipt Amount: $612.16

Authorized Signature

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www.cra.ca/charities