Trustee Professional Development and Travel Expenses
Trustee - Jan Foster
Period: December 1, 2014 to February 28th, 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>Chamber of Commerce - Finance Minister</td>
<td>X</td>
<td></td>
<td>Feb-02</td>
<td></td>
<td></td>
<td></td>
<td>$50.00</td>
<td></td>
<td>$50.00</td>
</tr>
<tr>
<td>Family Centre Gala</td>
<td>X</td>
<td></td>
<td>February</td>
<td></td>
<td></td>
<td></td>
<td>$81.25</td>
<td></td>
<td>$81.25</td>
</tr>
<tr>
<td>Effective Schools Conference</td>
<td>X</td>
<td></td>
<td>February 22 to 26th</td>
<td>$880.53</td>
<td>$238.13</td>
<td></td>
<td>$384.46</td>
<td>$750.00</td>
<td>$2,253.12</td>
</tr>
</tbody>
</table>

**Total for Period**

|                      | $880.53 | $238.13 | $0.00 | $515.71 | $750.00 | $2,384.37 |

**No receipts required for Per Diem's**
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: 0000087747 - Created: 01-Mar-2015 09:34:30 AM - By: Jan Foster - Processed: 02-Mar-2015 07:39:02 AM - By: Jan Foster

NAME: Foster, Jan (1244)
DATES: From: 22-Feb-2015 To: 26-Feb-2015
FUNCTION or MEETING: Effective Schools Conference
LOCATION: Scottsdale, Arizona

EXPENSES:

1. MEALS:
   - Breakfast 01 @ $10.00 $10.00
   - Lunch 02 @ $15.00 $30.00
   - Dinner 04 @ $20.00 $80.00
   - Gratuity automatically calculated @ -15% $12.00
   - Enter GST on Invoice $153.00 (1)

2. HOTELS:
   - Hotel: Enter total invoice amount - attach vouchers
   - Private Arrangement 01 @ $20.00 $20.00
   - Enter total invoice amount - attach receipts $90.00 (2)

3. TRANSPORTATION COSTS:
   - Air Economy Air Fair: Enter total invoice amount - attach receipts
   - Taxi Fare: State number of trips: 02 $30.00
   - Car Rental
   - KMG $30.00

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

5. TECHNOLOGY COSTS:
   - Enter $0.00

For Office Use Only

GST (Auto Calculated With 1)
GST on Invoices 3.60
Total GST 9.11

TOTAL EXPENSES CLAIMED: (1-3-4-5-6) $1256.66
Less ADVANCE $1256.66
NET TOTAL TO BE PAID: $0.00

MISCELLANEOUS:

PER DIEM ALLOWANCE:
Half Day(s) 05 Full Day(s) 05

ACTION TAKEN: No Objection

TRUSTEE EXPENSE WARRANT/PAYROLL SECTION
Task ID: 0000087747 - Created: 01-Mar-2015 09:34:30 AM - By: Jan Foster - Processed: 02-Mar-2015 07:39:02 AM - By: Jan Foster

This expense form is being routed to you as the Trustee has extended honoraria or a per diem allowance. Please print the expense form for processing of paycheck and maintain documentation.

ACCOUNTS PAYABLE CLERK SECTION
Task ID: 0000087747 - Created: 01-Mar-2015 09:34:30 AM - By: Jan Foster - Processed: 02-Mar-2015 07:39:02 AM - By: Jan Foster

Travel & Expense Calculator

<table>
<thead>
<tr>
<th>Section</th>
<th>Amount Claimed Less GST</th>
<th>GST</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meals</td>
<td>123.20</td>
<td>5.71</td>
<td>128.00</td>
</tr>
<tr>
<td>Hotels</td>
<td>880.53</td>
<td></td>
<td>880.53</td>
</tr>
<tr>
<td>Transportation Costs</td>
<td>234.53</td>
<td></td>
<td>234.53</td>
</tr>
<tr>
<td>Registration Fees</td>
<td>0.00</td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>Technology Costs</td>
<td>0.00</td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>Expenses Claimed</td>
<td>1947.34</td>
<td></td>
<td>1256.66</td>
</tr>
<tr>
<td>U.S. Dollars</td>
<td>850.53</td>
<td></td>
<td>850.53</td>
</tr>
<tr>
<td>Exchange Rate</td>
<td>1.2864</td>
<td></td>
<td>245.46</td>
</tr>
<tr>
<td>NET TOTAL TO BE PAID</td>
<td>1503.12</td>
<td></td>
<td>1503.12</td>
</tr>
</tbody>
</table>

Vendor Number: EM12412
Foster, Jan

GL Account Number 170104101000032

Amount 1503.12
Tax Code 0
Tax Amount 1503.12

Total Without Taxes: 1489.91
Tax Total: 1503.12

https://adw.lethsd.ab.ca/live/servlet/Broker?env=ess&template=ess.TaskAuthorization/Ta... 02/03/2015
<table>
<thead>
<tr>
<th>Author Comment</th>
<th>Total With Taxes: 1502.12</th>
</tr>
</thead>
<tbody>
<tr>
<td>USD Exchange on Hotel $246.46 GST add of $4.36 Red Arrow</td>
<td></td>
</tr>
</tbody>
</table>

Invoice Has Not Been Created

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

02/03/2015
<table>
<thead>
<tr>
<th>DATE</th>
<th>CODE</th>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/22/2015</td>
<td>SUITE</td>
<td>Guest Suite</td>
<td>179.00 USD</td>
</tr>
<tr>
<td>02/22/2015</td>
<td>6100TX</td>
<td>Suite Tax</td>
<td>24.92 USD</td>
</tr>
<tr>
<td>02/23/2015</td>
<td>LOCAL</td>
<td>Local Phone Call</td>
<td>0.75 USD</td>
</tr>
<tr>
<td>02/23/2015</td>
<td>GIFT</td>
<td>Granada Gift Shop</td>
<td>7.35 USD</td>
</tr>
<tr>
<td>02/23/2015</td>
<td>6102TX</td>
<td>Sales Tax</td>
<td>0.58 USD</td>
</tr>
<tr>
<td>02/23/2015</td>
<td>SUITE</td>
<td>Guest Suite</td>
<td>179.00 USD</td>
</tr>
<tr>
<td>02/23/2015</td>
<td>6100TX</td>
<td>Suite Tax</td>
<td>24.92 USD</td>
</tr>
<tr>
<td>02/24/2015</td>
<td>2000</td>
<td>4th Floor Grille</td>
<td>30.17 USD</td>
</tr>
<tr>
<td>02/24/2015</td>
<td>2000</td>
<td>4th Floor Grille</td>
<td>5.00 USD</td>
</tr>
<tr>
<td>02/24/2015</td>
<td>SUITE</td>
<td>Guest Suite</td>
<td>179.00 USD</td>
</tr>
<tr>
<td>02/24/2015</td>
<td>6100TX</td>
<td>Suite Tax</td>
<td>24.92 USD</td>
</tr>
<tr>
<td>02/25/2015</td>
<td>NEWS</td>
<td>Newspaper Sales</td>
<td>1.00 USD</td>
</tr>
<tr>
<td>02/25/2015</td>
<td>SUITE</td>
<td>Guest Suite</td>
<td>179.00 USD</td>
</tr>
<tr>
<td>02/25/2015</td>
<td>6100TX</td>
<td>Suite Tax</td>
<td>24.92 USD</td>
</tr>
<tr>
<td>02/26/2015</td>
<td>MC</td>
<td>Mastercard</td>
<td>(860.53) USD</td>
</tr>
</tbody>
</table>

**TOTAL DUE:** 0.00 USD

Signature: X  
Date: ____________________________

02/26/2015 11:31  
Chaparral Suites  
Page 1
Invoice

Date: 2015-02-07

Bill To:

101, 205 - 9th AVENUE S.E.
CALGARY, AB

Phone: 403-531-0350
Fax: 403-264-1004

Order# Ordered Customer# P.O. Group Name Departing Returning Sales Rep Sales Agent
1360665 2015-02-07 294510 - 2015-02-21 2015-02-27 WENDY

Travellers:

FOSTER/JAN

<table>
<thead>
<tr>
<th>Product</th>
<th>Details</th>
<th>Duration</th>
<th>Price</th>
<th>Qty Each</th>
<th>Billed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lethbridge&gt;Calgary</td>
<td>Departs LETHBRIDGE (LETHTO / LETHBRIDGE TICKET OFFICE) 2015-02-21 at 09:30</td>
<td>3 hrs 40 mins</td>
<td>AMA</td>
<td>Senior</td>
<td>1</td>
</tr>
<tr>
<td>CALGARY&gt;LETHBRIDGE</td>
<td>Departs Calgary (CGYNORTH / CALGARY NORTH) 2015-02-27 at 11:00</td>
<td>3 hrs</td>
<td>AMA</td>
<td>Senior</td>
<td>1</td>
</tr>
</tbody>
</table>

Payments Received:

Base Price: 86.00 CAD
Discounts: 0.00 CAD
Service Charges: 0.00 CAD
TERMS: DUE UPON RECEIPT
GST# BN139981476
Holiday Blackout - December 15 2014 to January 5 2015. All changes to reservations including cancellations require at least 24 hours notice prior to departure.
If you wish to time change, date change, or cancel for a full refund - 30 minutes notice prior to A.M departures; 3 hours notice prior to P.M. departures must be given. Failure to provide proper notice makes the trip non refundable & will result in an additional change fee for a date / time change.
Failure to arrive on time or no showing for your departure will result in forfeit of full fare unless rebooked within 30 days for a change fee. If you wish to change or cancel your booking, please contact our Central Reservation line at 1-800-232-1958.
**Red Arrow will not be responsible for the loss of or damage to checked luggage in excess of stated maximum liability. In addition, Red Arrow does not accept liability to loss of or damage to unchecke baggage carried on board. For the full policy, please visit www.redarrow.ca or view the policy posted on our information boards at our Ticket Offices**
**Red Arrow reserves the right to check I.D. or perform carry-on baggage checks at any time**
CORPORATE BILLING ACCOUNTS - PLEASE PAY OFF OF YOUR MONTHLY STATEMENT & NOT OFF OF INDIVIDUAL INVOICES.
Thank you for choosing Red Arrow.
Our Core Values: Safety | Customer Service | Resourcefulness | Integrity | Positive Attitude | Team Work | Loyalty | Accountability | Respect | Dedication
Thank you for your booking. Here's your confirmation.

1 message

AIR MILES REWARD PROGRAM <travel@airmiles.ca>
To: jfoster9@shaw.ca

Mon, Nov 24, 2014 at 2:18 PM

It's Official
You're ready to pack your bags!

Your AIR MILES® confirmation number is KUSBNCK
Reservation confirmed Online

Thank you for booking your flight with the AIR MILES Reward Program. Your Airline confirmation is below.

We're pleased to e-mail your completes flight confirmation. Your confirmation includes all the details you'll need to know about your trip and more. Your Airline confirmation is available in the flight itinerary section and can be used for online check in within 48 hours of your departure.

Please print your confirmation and be sure to have it when you check in for your flight.

If you have any questions, please call our Customer Care Centre at 1-888-AIR-MILES (1-888-247-6453).

Enjoy your trip!

Your Itinerary

Sunday, February 22, 2015

AC 1838 8:30 am 11:39 am 3h 09m
Air Canada Phoenix (PHX)
Calgary (YYC)
Calgary

Economy

(Non-stop)
Airline Confirmation # P17WZPE
Gmail - Thank you for your booking. Here's your confirmation.

Seating: Unless specified below, some of your seating has not been assigned.

Thursday, February 26, 2015

AC 1839 3:25 pm 6:27 pm 3h 02m
Air Canada Phoenix (PHX) Calgary (YYC) $19 Economy
Non-stop
Airline Confirmation #: PIW2PE

Seating: Unless specified below, some of your seating has not been assigned.

Flight and Traveller Summary

MS JANICE MAE FOSTER

Email jfoster9@shaw.ca

Address: LETHBRIDGE, CANADA T1H 4E8

Special Assistance: None

3,293 reward miles $147.83 Taxes & Fees

Email Canada Air Security $12.10
Charge

Airport Improvement Fee $30.00

US Transportation Tax $40.34

US Customs User Fee $6.34

US Federal Inspection Fee $8.07

US APHIS USER FEE $5.76

US Security Fee $6.45

Passenger Facility Charges $5.19

Airline Surcharges 1 $14.98

GST $3.60

Redemption Admin Fee $15.00

Reward Miles: 3,293
Taxes & Fees: $147.83

Insurance Summary

You opted to decline insurance.

It's not too late. You can still purchase insurance. Call our Customer Care Centre at 1-888-247-6-53 to find out what plans are available.

https://mail.google.com/mail/?id=2&k=3121c90257&view=pt&search=nbox&lh=149e3abd31a338c1&anim=149e3abd31a338c1
FAMILY CENTRE
200-4TH AVE. S SUITE 225
LETHBRIDGE AB

CARD ************4802
CARD TYPE VISA
DATE 2015/01/28
TIME 09:08 08:55:30
RECEIPT NUMBER M84124788-001-003-003-0

PURCHASE TOTAL

$650.00

APPROVED
AUTH# 059095 01-027
THANK YOU

CARDHOLDER WILL PAY
CARD ISSUER ABOVE AMOUNT
PURSUANT TO CARDHOLDER
AGREEMENT.

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

Family Centre Charity Gala & Auction
Table of 8:

1. Don Lacey
2. Linda Lacey
3. Mich Forster
4. Paulette Forster
5. Keith Fowler
6. Sheila Vanee
7. Jan Foster
8. Donna Hunt

$1,25
Lethbridge Chamber of Commerce Payment Confirmation

Your online payment request has been received.

Order Confirmation

Name: Leeanne Tedder
Company: LETHBRIDGE SCHOOL DISTRICT #51
Transaction Number: 6857007961
CC Number: 4802
Date: 1/21/2015 3:18:41 PM
Amount: $100.00

Purchase Summary

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Quantity</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment</td>
<td>Event Registration - Luncheon with Minister Robin Campbell, President of Treasury Board and Minister of Finance</td>
<td>1</td>
<td>$100.00</td>
</tr>
</tbody>
</table>

Grand Total: $100.00

This Email was automatically generated. For questions or feedback, please contact us at:
Lethbridge Chamber of Commerce
200 Commerce House 529 - 6 Street South Lethbridge, AB T1J 2E1
(403) 327-1586
office@lethbridgechamber.com
http://www.lethbridgechamber.com