### Trustee Professional Development & Travel Expenses

**Trustee - Jan Foster**

**Period - March 1, 2018 - May 31, 2018**

<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</th>
<th>Per Diem</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board Retreat - Waterton</td>
<td>X</td>
<td></td>
<td>01-Mar-18</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$350.00</td>
<td>$350.00</td>
</tr>
<tr>
<td>Retreat/Conference (11 people)</td>
<td>X</td>
<td></td>
<td>01-Mar-18</td>
<td></td>
<td></td>
<td></td>
<td>$229.96</td>
<td></td>
<td>$229.96</td>
</tr>
<tr>
<td>Edwin Parr Awards Dinner</td>
<td>X</td>
<td></td>
<td>09-May-18</td>
<td></td>
<td></td>
<td></td>
<td>$50.00</td>
<td></td>
<td>$50.00</td>
</tr>
<tr>
<td>ASBOA Meeting &amp; Edwin Parr Awards</td>
<td>X</td>
<td></td>
<td>09-May-18</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$175.00</td>
<td>$175.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$279.96</td>
<td>$525.00</td>
<td>$804.96</td>
</tr>
</tbody>
</table>
# Waterton Lakes Lodge Resort

**Bill To:** Lethbridge School District No 51  
433 15 Street South  
Lethbridge, AB T1J2Z5  
**Invoice #:** 140282 LTHS01  
**Invoice Date:** March 5th 2018  
**Contact:** Leanne Tedder  
**Phone:** 403-380-5301  
**Email:** leanne_tedder@lethsdb.ca  
**Issued by:** Deanna Baulch  
**Phone:** 403-859-2106  
**Email:** deanna@waymarker.ca  
**Terms of Payment:** Payment due no later than 30 days after departure. Cash, cheque or credit card accepted.  
**Payable to:** Waterton Lakes Lodge Inc. - P.O. Box 100, Waterton Park, AB T0K 2M0, CANADA.  
**Function:** Conference  
**Arrival:** Thurs March 1st 2018  
**Departure:** Fri March 2nd 2018

### Services:

<table>
<thead>
<tr>
<th>Services</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Ext. Price</th>
<th>5% GST</th>
<th>Tourism Levy</th>
<th>18% Gratuity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Accommodation:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Standard</td>
<td>11</td>
<td>89.00</td>
<td>979.00</td>
<td>48.95</td>
<td>39.16</td>
<td>0.00</td>
<td>1067.11</td>
</tr>
<tr>
<td><strong>Subtotals:</strong></td>
<td>11</td>
<td></td>
<td>979.00</td>
<td>48.95</td>
<td>39.16</td>
<td>0.00</td>
<td>1067.11</td>
</tr>
<tr>
<td><strong>Meals:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lunch off Menu-March 1st</td>
<td>1</td>
<td>211.25</td>
<td>211.25</td>
<td>10.56</td>
<td>0.00</td>
<td>38.03</td>
<td>259.84</td>
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<tr>
<td>Dinner off Menu-March 1st</td>
<td>1</td>
<td>456.00</td>
<td>456.00</td>
<td>22.80</td>
<td>0.00</td>
<td>82.08</td>
<td>560.88</td>
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<tr>
<td>Dinner Dessert off Menu-March 1st</td>
<td>1</td>
<td>45.50</td>
<td>45.50</td>
<td>2.28</td>
<td>0.00</td>
<td>8.19</td>
<td>55.97</td>
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<tr>
<td>Breakfast Off Menu-March 2nd</td>
<td>1</td>
<td>185.00</td>
<td>185.00</td>
<td>9.25</td>
<td>0.00</td>
<td>33.30</td>
<td>227.55</td>
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<tr>
<td>Lunch off Menu-March 2nd</td>
<td>1</td>
<td>117.00</td>
<td>117.00</td>
<td>5.85</td>
<td>0.00</td>
<td>21.06</td>
<td>143.91</td>
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<tr>
<td>Tea and Coffee Station</td>
<td>11</td>
<td>6.00</td>
<td>66.00</td>
<td>3.30</td>
<td>0.00</td>
<td>11.88</td>
<td>81.18</td>
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<tr>
<td><strong>Subtotals:</strong></td>
<td>16</td>
<td></td>
<td>1080.75</td>
<td>54.04</td>
<td>0.00</td>
<td>194.54</td>
<td>1329.33</td>
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<tr>
<td><strong>Extras:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Room Rental</td>
<td>1</td>
<td>200.00</td>
<td>200.00</td>
<td>10.00</td>
<td>0.00</td>
<td>0.00</td>
<td>210.00</td>
</tr>
<tr>
<td><strong>Subtotals:</strong></td>
<td>1</td>
<td></td>
<td>200.00</td>
<td>10.00</td>
<td>0.00</td>
<td>0.00</td>
<td>210.00</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2259.75</td>
</tr>
</tbody>
</table>

**Total:** 2259.75  
**Deposits:** 112.99  
**Gratuity:** 39.16  
**Balance:** 2606.44

GST: 86 25 52 841 RT 0001 Resort
Expense Form

Number of Uploaded Documents: 1

VENDOR EXPENSE PAYMENT REQUEST (ENTRY SCREEN)
Task ID: 0000100636 - Created: 05-Mar-2018 01:43.21 PM - By: Leeanne Tedder - Processed: 05-Mar-2018 01:43.21 PM - By: Leeanne Tedder

Vendor Number: 03554 - Waterton Lakes Lodge Inc.
Invoice Number: 140262LTHS01
Invoice Date: 05-Mar-2018

Reference Info:
Invoice # 140262 LTHS01 - Board Retreat - March 1 and 2, 2018

(Prints on Cheque)
Invoice # 140262 LTHS01 - Board Retreat - March 1 and 2, 2018 Please transfer funds from 1-6030-4200-1000-20 to 1-7010-4100-1000-32.

GL Account Number: 160304200100020
Taxes Included: ✓
Amount: 2606.44
Tax Code: 1
Tax Amount: 112.99

Total Without Taxes: 2493.45
Tax Total: 112.99
Total With Taxes: 2606.44

VENDOR EXPENSE PAYMENT REQUEST (AUTHORIZATION SECTION)
Task ID: 0000100636 - Created: 05-Mar-2018 01:43.21 PM - By: Leeanne Tedder - Processed: 05-Mar-2018 03:00.06 PM - By: Cheryl Gilmore

Action Taken: No Objection

Vendor Number: 03554 - Waterton Lakes Lodge Inc.
Invoice Number: 140262LTHS01
Invoice Date: 05-Mar-2018

Reference Info:
Invoice # 140262 LTHS01 - Board Retreat - March 1 and 2, 2018

(Prints on Cheque)
Invoice # 140262 LTHS01 - Board Retreat - March 1 and 2, 2018

GL Account Number: 160304200100020
Taxes Included: ✓
Amount: 2606.44
Tax Code: 1
Tax Amount: 112.99

Total Without Taxes: 2493.45
Tax Total: 112.99
Total With Taxes: 2606.44

VENDOR EXPENSE PAYMENT REQUEST (AP CLERK SECTION)
Task ID: 0000100636 - Created: 05-Mar-2018 03:00.07 PM - By: Cheryl Gilmore - Processed: 06-Mar-2018 11:28.43 AM - By: Pauline Jongeling

Action Taken: Approve Expense

Vendor Number: 03554 - Waterton Lakes Lodge Inc.
Invoice Number: 140262LTHS01

https://adw.leths.ab.ca/live/servlet/Broker?env=prm&template=prm.PRMReportWriter2... 2018-03-29
Invoice Date: 05-Mar-2018

Reference Info: Invoice # 140262 LTH501 - Board Retreat - March 1 and 2, 2018

<table>
<thead>
<tr>
<th>GL Account Number</th>
<th>Taxes Included</th>
<th>Amount</th>
<th>Tax Code</th>
<th>Tax Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>170104100100032</td>
<td>$</td>
<td>2606.44</td>
<td>1</td>
<td>112.99</td>
</tr>
</tbody>
</table>

Total Without Taxes: 2493.45
Tax Total: 112.99
Total With Taxes: 2606.44
ZONE 6

Lori Hodges  
Zone Chair  
hodgesl@lrsd.ab.ca

Pam Boyson  
Zone Secretary  
Box 10  
Cardston, AB  T0K 0K3  
P  403.653.4991  
F  403.653.4641  
pam.boyson@westwird.ab.ca

Edwin Parr Awards Ceremony  
Ticket Order Form  

Wednesday, May 9, 2018  
Heritage Inn, Taber, Alberta

The Edwin Parr Awards evening will be held on Wednesday, May 9th at the Heritage Inn in Taber, Alberta. If you have submitted a first year teacher to be considered for the Zone 6 Edwin Parr Award, please act as host to your candidate. The Zone budget will cover the cost of the candidate but we do encourage candidates to invite a couple of guests (supporters) to the event. If possible we encourage each nominating board to pick up the tab for the candidate’s guests. The cost for this year’s banquet is $50.00/plate.

Please complete the information on the following page and forward along with the appropriate payment to Pam Boyson, Zone 6 Secretary Treasurer at the address listed above on or before April 30, 2018. Please make the cheque payable to ASBA, Zone 6

IF anyone has any food allergies or restrictions, please note & highlight it on the attached form.
Edwin Parr Awards Ceremony
Ticket Order Form

Wednesday, May 9, 2018
Heritage Inn, Taber, Alberta

School Jurisdiction Name: Lethbridge School District No. 51

PLEASE NOTE & HIGHLIGHT ANY FOOD ALLERGIES OR RESTRICTIONS ON THIS FORM

<table>
<thead>
<tr>
<th>Attendees</th>
<th>Ticket cost $ 50.00/plate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edwin Par Candidate Name:</td>
<td>Sarah Williamson</td>
</tr>
<tr>
<td>Guest Name:</td>
<td>Steve Williamson</td>
</tr>
<tr>
<td>Guest Name:</td>
<td>Janice Williamson</td>
</tr>
<tr>
<td>Guest Name:</td>
<td>Kennedy Carpenter</td>
</tr>
<tr>
<td>Principal of GS Lakie:</td>
<td>Sharon Mezei</td>
</tr>
<tr>
<td>Board Chair:</td>
<td>Clark Bosch</td>
</tr>
<tr>
<td>Vice Chair:</td>
<td>Jan Foster</td>
</tr>
<tr>
<td>Trustee Name:</td>
<td>Donna Hunt</td>
</tr>
<tr>
<td>Trustee Name:</td>
<td>Lola Major</td>
</tr>
<tr>
<td>Administration:</td>
<td>Rik Jesse</td>
</tr>
<tr>
<td>Administration:</td>
<td>Cheryl Gilmore</td>
</tr>
<tr>
<td>Administration:</td>
<td>Christine Lee</td>
</tr>
<tr>
<td>Communications Officer:</td>
<td>Garrett Simmons</td>
</tr>
</tbody>
</table>

Total Payment included to ASBA Zone 6 $600.00
Lethbridge Public Sd
Expense Form

Number of Uploaded Documents: 1

VENDOR EXPENSE PAYMENT REQUEST (ENTRY SCREEN)
Task ID: 0000104470 - Created: 30-Apr-2018 01:17:09 PM - By: Leanne Tedder - Processed: 30-Apr-2018 01:17:09 PM - By: Leanne Tedder

Vendor Number: 01183 - Asba Zone 6
Invoice Number: EdwinParr2018
Invoice Date: 30-Apr-2018

Reference Info:
(Prints on Cheque)
Internal Comments:
Edwin Parr Awards Ceremony - ticket order for May 9, 2018

<table>
<thead>
<tr>
<th>GL Account Number</th>
<th>Taxes Included</th>
<th>Amount</th>
<th>Tax Code</th>
<th>Tax Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>159104200100020</td>
<td></td>
<td>600.00</td>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>

Total Without Taxes: 600.00
Tax Total: 0.00
Total With Taxes: 600.00

VENDOR EXPENSE PAYMENT REQUEST (AUTHORIZATION SECTION)
Task ID: 0000104470 - Created: 30-Apr-2018 01:17:09 PM - By: Leanne Tedder - Processed: 30-Apr-2018 02:28:06 PM - By: Cheryl Gilmore

Action Taken: No Objection

Vendor Number: 01183 - Asba Zone 6
Invoice Number: EdwinParr2018
Invoice Date: 30-Apr-2018

Reference Info:
(Prints on Cheque)
Edwin Parr Awards Ceremony - ticket order for May 9, 2018

<table>
<thead>
<tr>
<th>GL Account Number</th>
<th>Taxes Included</th>
<th>Amount</th>
<th>Tax Code</th>
<th>Tax Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>159104200100020</td>
<td></td>
<td>600.00</td>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>

Total Without Taxes: 600.00
Tax Total: 0.00
Total With Taxes: 600.00

VENDOR EXPENSE PAYMENT REQUEST (AP CLERK SECTION)
Task ID: 0000104470 - Created: 30-Apr-2018 02:28:06 PM - By: Cheryl Gilmore - Processed: 30-Apr-2018 04:03.44 PM - By: Pauline Jongeling

Action Taken: Approve Expense

Vendor Number: 01183 - Asba Zone 6
<table>
<thead>
<tr>
<th>GL Account Number</th>
<th>Taxes Included</th>
<th>Amount</th>
<th>Tax Code</th>
<th>Tax Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>170104100100032</td>
<td></td>
<td>500.00</td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>159104180100018</td>
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<td>50.00</td>
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<td>159104250100025</td>
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<td>Total Without Taxes: 600.00</td>
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<td>Tax Total: 0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total With Taxes: 600.00</td>
</tr>
</tbody>
</table>

Reference Info:
Edwin Parr Awards Ceremony - ticket order for May 9, 2018

Invoice Number: EdwinParr2018
Invoice Date: 30-Apr-2018
# Form Report

**Number of Attachments** 📜 0

**TRUSTEES TRAVEL AND EXPENSE WARRANT**

**Task ID:** 0000106623 - Created: 12-May-2018 01:29:05 PM - By: Jan Foster - Processed: 12-May-2018 01:29:05 PM - By: Jan Foster

**NAME:** Foster, Jan (12142)

**DATES:** From: 09-May-2018 To: 09-May-2018

**FUNCTION or MEETING:** ASBA Zone meeting and Edwin Parr awards

Check if Travel is in the USA: ❌

**LOCATION:** Taber, Alberta

## EXPENSES:

### 1. MEALS:

<table>
<thead>
<tr>
<th>Meal</th>
<th>Rate</th>
<th>GST on Invoice</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$10.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Lunch</td>
<td>$15.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Dinner</td>
<td>$20.00</td>
<td>$0.00</td>
<td></td>
</tr>
</tbody>
</table>

Gratuity automatically calculated @ .15% $0.00

**Section Total:** $0.00 (1)

### 2. HOTELS:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hotel: Enter total invoice amount - attach vouchers:</td>
<td>$</td>
</tr>
<tr>
<td>Private Accommodation:</td>
<td>@ $20.00</td>
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</tbody>
</table>

### 3. TRANSPORTATION COSTS:

- **A) Economy Air Fair:** Enter total invoice amount - attach receipts
  - Taxi Fares - State number of trips: $ 
- **OR** **B) Car Expenses**
  - KMS @ $.606 $0.00 $0.00 (3)

### 4. REGISTRATION FEES:

- Attach approved receipt or voucher
  - $ $ $0.00 (4)

### 5. TECHNOLOGY COSTS:

- $ $ $0.00 (5)
For Office Use Only:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>TOTAL EXPENSES CLAIMED:</th>
<th>(1+2+3+4+5)</th>
<th>$ 0.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>GST (Auto Calculated Within):</td>
<td>0.00</td>
<td>Less: ADVANCE</td>
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<td>$</td>
</tr>
<tr>
<td>GST on Invoices:</td>
<td>0.00</td>
<td>NET TOTAL TO BE PAID:</td>
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</tr>
<tr>
<td>Total GST:</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

HONORARIA:
Half Day(s)
01 Full Day(s)

PER DIEM ALLOWANCE:
Half Day(s) 01 Full Day(s)

▼ APPROVAL SECTION
Task ID: 0000105623 - Created: 12-May-2018 01:29.05 PM - By: Jan Foster - Processed: 13-May-2018 07:12.04 AM - By: Christine Lee

Action Taken: No Objection

▼ TRUSTEE EXPENSE WARRANT-PAYROLL SECTION
Task ID: 0000105623 - Created: 13-May-2018 07:12.04 AM - By: Christine Lee - Processed: 15-May-2018 09:35.57 AM - By: Carrie Mclaren

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

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.