## Trustee Professional Development and Travel Expenses

**Trustee - Keith Fowler**  
**Period: March 1, 2016 to May 31, 2016**

<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 Retreat</td>
<td>X</td>
<td></td>
<td>Mar 3-4th</td>
<td></td>
<td></td>
<td>$107.06</td>
<td></td>
<td>$300.00</td>
<td>$407.06</td>
</tr>
<tr>
<td>ASBA Zone 6/Edwin Parr</td>
<td>X</td>
<td></td>
<td>May 11th</td>
<td></td>
<td></td>
<td>$55.55</td>
<td></td>
<td></td>
<td>$55.55</td>
</tr>
</tbody>
</table>

| Total for Period          |                |                       |             | $0.00 | $0.00  | $162.61 | $0.00             | $300.00  | $462.61 |
Expense Reimbursement Authorization

TRUSTEES TRAVEL AND EXPENSES WARRANT

Task: [Details provided]

NAME: Fowler, Keith [ID: 10012]

DATES: From: 11-May-2016 To: 11-May-2016

FUNCTION or MEETING: [Meeting details]

LOCATION: [Location details]

EXPENSES:

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

2. HOTELS:
   - Hotel: $20.00

3. TRANSPORTATION COSTS:
   - A) Economy Airfare: $300.00
   - B) Car Expenses: $110.00

4. REGISTRATION FEES:
   - $0.00

5. TECHNOLOGY COSTS:
   - $0.00

6. FOR OFFICE USE ONLY:
   - GST (Net: Calculated Within): $26.60

TOTAL EXPENSES CLAIMED: $52.55

NET TOTAL TO BE PAID: $52.55

ACCOUNTS PAYABLE CLERK SECTION

Task: [Details provided]

Section | Amount Claimed Less GST | GST | Total
--- | --- | --- | ---
Meals | 0.00 | 0.00 | 0.00
Hotels | 0.00 | 0.00 | 0.00
Transportation Costs | $52.99 | $2.85 | $55.84
Registration Fees | 0.00 | 0.00 | 0.00
Technology Costs | 0.00 | 0.00 | 0.00

U.S. Dollars: 0.00
Exchange Rate: 0.00

NET TOTAL TO BE PAID: $55.55

Vendor Number: [Information provided]

GL Account Number: [Details]

Taxes Included: [Details]

Amount: [Details]

Tax Code: [Details]

Tax Amount: [Details]

Action Taken: No Objection

https://adw.lethsd.ab.ca/live/servlet/Broker?env=ess&template=ess.TaskAuthorization/Ta... 20/05/2016
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: 0000000000001; Created: 05-Mar-2016 02:38:48 PM; By: Keith Fowler; Processed: 05-Mar-2016 02:38:48 PM; By: Keith Fowler.

NAME: Fowler, Keith (10027)
DATES: From: 03-Mar-2016 To: 04-Mar-2016
FUNCTION or MEETING: Board Retreat
LOCATION: Waterton

EXPENSES:

1. MEALS:
   - Breakfast: $10.00
   - Lunch: $15.00
   - Dinner: $20.00
   - Gratuity automatically calculated at 15%: $0.00
   Total: $0.00

2. HOUSING:
   - Hotel: Enter total invoice amount - attach vouchers
   - Private Accommodation: $20.00
   Total: $0.00

3. TRANSPORTATION COSTS:
   - Airfare: Enter total invoice amount - attach receipts
   - Car Expenses: $250.00
   Total: $250.00

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

5. TECHNOLOGY COSTS:
   Total: $0.00

For Office Use Only:

- GST (Auto Calculated When): $0.00
- Total Expenses Claimed: $107.00
- Less: ADVANCE: $0.00
- NET TOTAL TO BE PAID: $107.00

HONORARIA:

- PER DIEM ALLOWANCE:
  - Half Day(s): $20.00
  - Full Day(s): $50.00

APPROVAL SECTION

Task ID: 0000000000001; Created: 05-Mar-2016 02:38:48 PM; By: Keith Fowler; Processed: 05-Mar-2016 02:38:48 PM; By: Donald Lisler.

Action Taken: No Objection

TRUSTEE EXPENSE WARRANT PAYROLL SECTION

This expense form is being routed to you as the Trustee has ordered honourable or a per diem allowance. Please print the step-by-step form for processing of payment and as backup documentation.

ACCOUNTS PAYABLE CLERK SECTION

Task ID: 0000000000001; Created: 05-Mar-2016 02:38:48 PM; By: Donald Lisler.

Vendor Number: Fowler, Keith

U.S. Dollars: $107.00
Exchange Rate: 1.00
NET TOTAL TO BE PAID: $107.00