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<th>Board Business</th>
<th>Professional Learning</th>
<th>Dates</th>
<th>Hotel</th>
<th>Flight</th>
<th>Mileage</th>
<th>Other Expenditures</th>
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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

NAME: Lorraine Major (19143)
DATES: From: 04-Mar-2014 To: 08-Mar-2014
FUNCTION or MEETING: Principal interviews and office costs
LOCATION: ed centre

EXPENSES:

1. MEALS:
   Breakfast: $10.00 $0.00
   Lunch: $15.00 $0.00
   Dinner: $30.00 $0.00
   Gratuities automatically calculated: $0.00 $0.00

2. HOTELS:
   Hotel: Enter total invoice amount - attach voucher: $20.00 $0.00
   Private Accommodation: $0.00 $0.00

3. TRANSPORTATION COSTS:
   A) Economy Air Fair: Enter total invoice amount - attach receipt: $0.00
   OR Car Expenses: $0.00

4. REGISTRATION FEE:
   Attach approved receipt or voucher: $0.00

5. TECHNOLOGY COSTS:
   Office Supplies: $0.00

For Office Use Only:
   COST (Funds: Building Name): $0.00
   GST on Invoices: $0.00
   Total GST: $0.00
   TOTAL EXPENSES CLAIMED: $222.98

HONORARIA:
   % of Day(s): 69 Full Day(s)
   PER DIEM ALLOWANCE:
   % of Day(s): 62 Full Day(s)

APPROVAL SECTION
Action Taken: No Objection

TRUSTEE EXPENSE WARRANT PAYROLL SECTION
Action Taken:
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.

ACCOUNTS PAYABLE CLERK SECTION
Task ID: 0000048416 - Created: 20-Mar-2014 03:20:02 PM - By: Donald Lussier
Travel & Expense Calculator

<table>
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<tr>
<th>Section</th>
<th>Amount Claimed</th>
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<td>Transportation</td>
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<tr>
<td>Registration</td>
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<td>3.08</td>
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</tbody>
</table>

Less: ADVANCE: 0.00

U.S. Dollars: Exchange Rate: 0.00

NET TOTAL TO BE PAID: 222.98

VENDOR NUMBER: EM1243
Major: Lorraine
GL Account Number: 17010410010032
TRUSTEE TRAVEL BROADER GEN BOARD
Add GL

Internet

Feb. 19 - 2014 $40
Jan. 19 - 2014 $40
Dec. 19 - 2013 $40
Nov. 19 - 2013 $40

STAPLES Canada
Store # 118
501 1st Avenue South
Lethbridge, AB T1J4J9
403-317-8530

Sale 00092 5 005 23728
0118 03/20/14 12:47

*******************************
ENTER TO WIN!
$1,000 STAPLES SHOPPING SPREE

Staples listens and values your feedback.
Tell us how we did today!

Visit www.StaplesListens.ca

Your Survey Code: Barcode at the bottom
Expires: 03/27/2014

*******************************
AIR MILES Number: ******4730
9999999
1 CANON PG240XL/CL24
660685118829
59.98G
Subtotal 59.98
GST 5.00% 3.00
Total $62.98
Debit 62.98

**********1601
Interac CHEQUING
Authorization Number 532116
0010019420 23728
92 03/20/14 12:46:52
00/001 APPROVED - THANK YOU
INTERAC
60800008000 6800

*******************************
Thank you for shopping at STAPLES!
We will not be undersold!
Visit Staples.ca

IMPORTANT
Retain This Copy for Your Records

GST No. 126152586

0 1 1 8 0 3 2 0 1 4 2 3 7 2 8 0 5
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: 0000048418 - Created: 22-Mar-2014 02:17:08 PM - By: Lorraine Major - Processed: 22-Mar-2014 03:17:08 PM - By: Lorraine Major

NAME: Major, Lorraine (12463)


FUNCTION or MEETING: Trustee Retreat

LOCATION: Waterfront

EXPENSES:

1. MEALS:
   - Breakfast: $10.00
   - Lunch: $10.00
   - Dinner: $20.00
   - Gratuity automatically calculated: 15%
   - Check off Travel is to the USA: [ ]

2. HOTELS:
   - Hotel: Enter total invoice amount - attach vouchers
   - Private Accommodation: $20.00

3. TRANSPORTATION COSTS:
   - A) Economy Air Fair: Enter total invoice amount - attach receipts
   - Taxi Fares - State number of trips
   - OR
   - Car Expenses: $0.00

4. REGISTRATION FEES:
   - Attach approved receipt or voucher

5. TECHNOLOGY COSTS:
   - $0.00

For Office Use Only:
   - Total Expenses Claimed: $0.00
   - Less Advance: $0.00
   - Net Total to be Paid: $0.00

HONORARIA:
   - Half Day(s): 02
   - Full Day(s): 02

PER DIEM ALLOWANCE:
   - Half Day(s): 02
   - Full Day(s): 02

APPROVAL SECTION
Action Taken: No Objection

TRUSTEE EXPENSE WARRANT-PAYROLL SECTION
Action Taken: This expense form is being routed to you as the Trustee has entered honors or a per diem allowance. Please print the expense form for processing of payment and attach documentation.

TRUSTEE EXPENSE WARRANT-PAYROLL SECTION
Action Taken: This expense form is being routed to you as the Trustee has entered honors or a per diem allowance. Please print the expense form for processing of payment and attach documentation.

Complete
Bill To: Lethbridge School District #51
433 – 15th Street South
Lethbridge, AB T1J 2Z4

Contact: LeeAnne Tedder
Phone: 403-380-5301
Email: LeeAnne.Tedder@lethsld.ab.ca

Invoice #: 111902
Date: March 14th, 2014

Issued by: Mandy Baker
Phone: 403-859-2106
Email: mandy@waymarker.ca

Terms of Payment: Payment is due 21 days after departure.
Payment Method: Credit Card or Cheque
Payable to: Waterton Lakes Resort

Function: Retreat March 2014

Service:

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Ext. Price</th>
<th>5% GST</th>
<th>4% Tourism Levy</th>
<th>18% Gratuity</th>
<th>Total</th>
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<tbody>
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<td>Accommodation</td>
<td>1 x PKQQ 2 Queen, Kitchen, Patio for 1 night</td>
<td>1</td>
<td>197.00</td>
<td>197.00</td>
<td>9.85</td>
<td>7.88</td>
<td>214.73</td>
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<tr>
<td>11 x SQQ Standard 2 Queen for 1 night</td>
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<td>89.00</td>
<td>979.00</td>
<td>48.95</td>
<td>39.16</td>
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<td>Subtotals:</td>
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<td>1176.00</td>
<td>58.80</td>
<td>47.04</td>
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<td>1281.84</td>
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| Meeting Room:                                |          |            |            |        |                 |              |       |
| Prairie Room, half day                      | March 13th | 1          | 0.00       | 0.00   | 0.00            |              | 0.00 |
| Prairie Room, full day                      | March 14th | 1          | 125.00     | 125.00 | 6.25            |              | 131.25 |
| Subtotals:                                   |          |            | 125.00     | 6.25   | 0.00            | 0.00         | 131.25 |

| Meals:                                      |          |            |            |        |                 |              |       |
| Lunch a la carte                            | March 13th | 1          | 164.50     | 164.50 | 8.23            |              | 29.61 |
| Dinner a la carte                           | March 13th | 1          | 511.50     | 511.50 | 25.58           |              | 92.07 |
| Corkage Fee                                 | March 13th | 4          | 25.00      | 100.00 | 5.00            |              | 105.00 |
| Great Start Breakfast Buffet                | March 14th | 12         | 15.95      | 191.40 | 9.57            |              | 34.45 |
| Subtotals:                                   |          |            | 967.40     | 48.38  | 0.00            | 0.00         | 1171.91 |

Total: 2268.40 113.43 47.04 156.13 2585.00

Deposit: Paid on October 8, 2013
Balance: 2085.00

2585.00 ÷ 12 people = 215.42 each

Page 1 of 1
7 Trusses
3 Admin
GUEST/SPOUSE Please state any food allergies or dietary requirements:
None

8:30 - 10:00 a.m.
OPSBA Organizational Board Meeting

Please state your dietary preferences or food allergies:
None

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<th>Fee</th>
<th>Quantity</th>
<th>Unit Price</th>
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<td>Guest choice of dinner:</td>
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<td>--- Saimon</td>
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Transactions

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<td>Online Credit Card Payment (*************1148) Details</td>
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Current Balance:
CDN$0.00

Payment Method
Payment Method: Credit Card (Visa)
The online credit card payment for this event will be listed on your credit card statement with the name OPBSA.

Refund Information

CANCELLATION POLICY
All cancellations must be received in writing BEFORE Monday, May 16, 2014 to be eligible for a 50% refund, less an administrative fee of $50.00. No refunds will be given for cancellations received AFTER Monday, May 16, 2014. Please note that if you do not cancel and do not attend, you are still responsible for payment.

Substitutions can be made on-line at no extra cost.
Credit Card Payment: a $25.00 charge will be applied to any Credit Card disputes.
Refunds: Whether payment was received by Money Order or Credit Card, a refund cheque will be issued 6 to 8 weeks after the event.

1-701-4100-1000-32