<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>X</td>
<td>March 5th &amp; 6th</td>
<td>$171.67</td>
<td></td>
<td></td>
<td>$300.00</td>
<td>$300.00</td>
<td>$471.67</td>
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<tr>
<td>Edwin Parr Awards Dinner</td>
<td>X</td>
<td></td>
<td>May 13th</td>
<td></td>
<td>$35.00</td>
<td></td>
<td>$75.00</td>
<td>$75.00</td>
<td>$135.00</td>
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<tr>
<td>Principal Interviews</td>
<td>X</td>
<td></td>
<td>March 15th</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total for Period</td>
<td></td>
<td></td>
<td></td>
<td>$171.67</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$35.00</td>
<td>$375.00</td>
<td>$581.67</td>
</tr>
</tbody>
</table>
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: Major, Lorraine (12143)
DATES: From 08-Mar-2015 To 08-Mar-2015
FUNCTION or MEETING: Waterloo Community Retreat
LOCATION: Waterloo

EXPENSES:

1. MEALS:
   - Breakfast $10.00
   - Lunch $10.00
   - Dinner $20.00
   - Gratuity automatically calculated @ .15% $0.00
   - Subtotal $0.00

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

3. TRANSPORTATION COSTS:
   - A) Economy Air Fare Enter total invoice amount - attach receipt
   - Subtotal
   - OR B) Car Expenses Km's $0.00
   - Subtotal

4. REGISTRATION FEES:
   - Attach approved receipt or voucher
   - Subtotal

5. TECHNOLOGY COSTS:
   - Subtotal

For Office Use Only
Gst (Auto Calculated Within): $0.00
Gst on Invoices: $0.00
Total Gst: $0.00

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

HONORARIA:
   - Half Day(s) 32 Full Day(s)
PER DIEM ALLOWANCE:
   - Half Day(s) 32 Full Day(s)

APPROVAL SECTION
Action Taken: No Objection

TRUSTEE EXPENSE WARRANT PAYROLL SECTION
This expense form is being routed for approval as per 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 for approval as per a per diem allowance. Please print the expense form for processing of payment and as backup documentation.

Complete
# Invoice

## Details:
- **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@lethsld.ab.ca
- **Invoice #:** 118829
- **Folio #:** LETH51_FinalInvoice
- **Date:** Monday 9th March 2015
- **Due:** Sunday 5th April 2015
- **Issued by:** Deanna Baulch
  - 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
- **Departure:** 6th March 2015
- **Function:** Group Conference/Board Retreat

## Service:

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Ext. Price</th>
<th>5% GST</th>
<th>Tourism 18%</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>
</tr>
<tr>
<td>1 x DK Deluxe King for 1 night</td>
<td>1</td>
<td>134.00</td>
<td>122.00</td>
<td>6.10</td>
<td>6.10</td>
<td>144.20</td>
</tr>
<tr>
<td>1 x FKQQ 2 Queen, Kitchen, Patio for 1 night</td>
<td>1</td>
<td>197.00</td>
<td>197.00</td>
<td>9.85</td>
<td>9.85</td>
<td>216.85</td>
</tr>
<tr>
<td>1 x SQQ Standard, 2 Queen for 1 night</td>
<td>10</td>
<td>89.00</td>
<td>890.00</td>
<td>44.50</td>
<td>44.50</td>
<td>970.00</td>
</tr>
<tr>
<td><strong>Subtotal:</strong></td>
<td>12</td>
<td>420.00</td>
<td>1221.00</td>
<td>61.05</td>
<td>48.84</td>
<td>1330.89</td>
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<tr>
<td><strong>Meeting Room:</strong></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pioneer Function Room</td>
<td>1</td>
<td>250.00</td>
<td>250.00</td>
<td>12.50</td>
<td></td>
<td>262.50</td>
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<tr>
<td><strong>Subtotal:</strong></td>
<td>1</td>
<td>250.00</td>
<td>250.00</td>
<td>12.50</td>
<td></td>
<td>262.50</td>
</tr>
<tr>
<td><strong>Meals:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lunch, Meals &amp; Beverages</td>
<td>1 pack</td>
<td>0.00</td>
<td>177.25</td>
<td>9.86</td>
<td>9.86</td>
<td>224.12</td>
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<tr>
<td>Dinner, Meals &amp; Beverages</td>
<td>1 pack</td>
<td>0.00</td>
<td>285.95</td>
<td>16.33</td>
<td>16.33</td>
<td>302.28</td>
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<tr>
<td><strong>Subtotal:</strong></td>
<td></td>
<td>0.00</td>
<td>463.20</td>
<td>26.19</td>
<td>26.19</td>
<td>506.39</td>
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<tr>
<td><strong>Total:</strong></td>
<td></td>
<td>2256.95</td>
<td>112.85</td>
<td>48.84</td>
<td>48.84</td>
<td>2560.12</td>
</tr>
</tbody>
</table>

## Notes:
- **GST:** 85 25 52 841 RT 0001 Resort
- **Deposit Due:** $0.00
- **Deposit Paid:** $500.00
- **Balance:** $2060.12

---

*Note: Meals at $17.00 each for Accommodation Board Retreat*
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
TRUSTEES TRAVEL AND EXPENSE WARRANT


**NAME:** Major, Lorraine (12143)

**DATES:** From: 15-Mar-2015 To: 15-Mar-2015

**FUNCTION or MEETING:** Intviews re: Principalship

**LOCATION:** Ed. Centre

**EXPENSES:**

1. **MEALS:**
   - Breakfast @ $ 10.00 $ 0.00
   - Lunch @ $ 15.00 $ 0.00
   - Dinner @ $ 20.00 $ 0.00
   - Gratuity automatically calculated @ .15 % $ 0.00 $ 0.00 (1)

2. **HOTELS:**
   - Hotel: Enter total invoice amount - attach vouchers:
   - Private Accommodation: @ $ 20.00 $ 0.00 $ 0.00 (2)

3. **TRANSPORTATION COSTS:**
   - A) Economy Air Fair: Enter total invoice amount - attach receipts $ 0.00
   - Taxi Fares - State number of trips:
   - OR
   - B) Car Expenses KMS @ $ .505 $ 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>TOTAL</th>
<th>EXPENSES (1+2+3+4+5)</th>
<th>CLAIMED:</th>
</tr>
</thead>
<tbody>
<tr>
<td>GST (Auto Calculated Within):</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>GST on Invoices:</td>
<td>0.00</td>
<td>Less: ADVANCE $ 0.00</td>
</tr>
<tr>
<td>Total GST:</td>
<td>0.00</td>
<td>NET TOTAL TO BE PAID: $ 0.00</td>
</tr>
</tbody>
</table>

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

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

---

**APPROVAL SECTION**

Task ID: 0000058856 - Created: 08-Apr-2015 02:18.11 PM - By: Lorraine Major - Processed: 12-Apr-2015 11:36.41 AM - By: Donald Lussier

Action Taken: No Objection

---

**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.