<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>
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<tr>
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<td>$555.12</td>
<td>$511.06</td>
<td>$644.10</td>
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<td>$511.06</td>
<td>$644.10</td>
<td>$600.00</td>
<td>$2,310.28</td>
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</tbody>
</table>
TRUSTEES TRAVEL AND EXPENSE WARRANT

Forster, E Michell (10161)

From: 17-Nov-2013 To: 19-Nov-2013

ASBA Fall General Meeting

Edmonton

Check if Travel is in the USA: 

EXPENSES:

1. MEALS:
   - Breakfast: $10.00
   - Lunch: $15.00
   - Dinner: $20.00
   - Gratuity automatically calculated @ .15 %: $4.50
   - Total: $34.50

2. HOTELS:
   - Hotel: Enter total invoice amount - attach vouchers: $555.12
   - Private Accommodation: $20.00
   - Total: $555.12

3. TRANSPORTATION COSTS:
   - A) Economy Air Fair: Enter total invoice amount - attach receipts
   - Taxi Fares - State number of trips: $511.06
   - Total: $511.06

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

5. TECHNOLOGY COSTS:
   - Total: $0.00

For Office Use Only:

- GST (Auto Calculated Within): 25.76
- GST on Invoices: 0.00
- Total GST: 25.76

HONORARIA:
- Half Day(s): 03 Full Day(s)

PER DIEM ALLOWANCE:
- Half Day(s)

TOTAL EXPENSES CLAIMED: (1:2:3:4:5) $100.88

Less: ADVANCE

NET TOTAL TO BE PAID: $100.88

APPROVAL SECTION


No Objection

ACCOUNTS PAYABLE CLERK SECTION


Travel & Expense Calculator

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<tr>
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<th>GST</th>
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<tr>
<td>Meals</td>
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<td>Transportation</td>
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U.S. Dollars: Exchange Rate: 0.00

NET TOTAL TO BE PAID: 1100.68

Vendor Number: EM10161 - Forster, E Michell
<table>
<thead>
<tr>
<th>Description</th>
<th>Amount Claimed Less GST</th>
<th>GST</th>
<th>Total</th>
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<tbody>
<tr>
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<tr>
<td>Hotels</td>
<td>529.51</td>
<td>25.91</td>
<td>555.12</td>
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<tr>
<td>Transportation Costs</td>
<td>486.72</td>
<td>24.34</td>
<td>511.06</td>
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<tr>
<td>Registration Fees</td>
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<td>Technology Costs</td>
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<td><strong>Total</strong></td>
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**U.S. Dollars:**

**Exchange Rate:**

**NET TOTAL TO BE PAID:** 1100.68

Vendor Number: EM10161 - Forster, E Michell

Authorizer Comment

Adjustment on the GST for the Hotel
### Receipt

**Fairmont Hotel MacDonald**

10065 - 100 Street
Edmonton, AB, Canada T5J 0N6
T (780) 424-5181 F (780) 429-6481

**Alberta School Board Association**

**Mr Mich Forster**

433 15th St S
Lethbridge AB T1J 2Z5
Canada

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Additional Information</th>
<th>Charges</th>
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<tr>
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<td>Room - DMF</td>
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<td>11-18-13</td>
<td>Parking - GST</td>
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<td>1.75</td>
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**Thank you for choosing to stay with Fairmont Hotels & Resorts**

**Merci d'avoir choisi les Hôtels Fairmont**
Alberta School Board Association
Mr Mich Forster
433 15th St S
Lethbridge AB T1J 2Z5
Canada

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Additional Information</th>
<th>Charges</th>
<th>Credits</th>
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<tr>
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Total

<table>
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<th>Balance Due</th>
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<tbody>
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Room : 0616
Folio #: 1036
Cashier #: 2 of 2
Group Name: ASBA - Fall General Meeting
Arrival : 11-17-13
Departure : 11-19-13

Thank you for choosing Fairmont Hotels & Resorts.
To provide feedback about your stay, please contact Mr Garrett Turta, General Manager, at Garrett.Turta@fairmont.com. We also invite you to share memories of your experience on our community forum - visit www.everyonesanoriginal.com.
## INVOICE

### BILL TO:
Lethbridge SD No. 51  
433 - 15 Street South  
Lethbridge AB  
T1J2Z5

### TERMS
Due on Receipt

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>REQ.</th>
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<tr>
<td>Attendee(s): D.Lussier, D.Lacey, D.Hunt, J.Foster, M.Forster, C.Gilmore</td>
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<td>TOTAL DUE</td>
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(403) 000-3805 Ext.
**Expense Authorization**

- **TRUSTEES TRAVEL AND EXPENSE WARRANTY**

### NAME:
Forster, E Mitchell (50181)

### DATES:
From: 24-Oct-2013 To: 24-Oct-2013

### FUNCTION or MEETING:
Trustee Orientation

### LOCATION:
Lethbridge

### EXPENSES:

1. **MEALS:**
   - Breakfast: $10.00
   - Lunch: $15.00
   - Dinner: $20.00
   - Gratuities automatically calculated: 0.15%

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

3. **TRANSPORTATION COSTS:**
   - Airline: Enter total invoice amount - attach receipt
   - Car Expenses: $30.00

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

5. **TECHNOLOGY COSTS:**
   - $0.00

**NOTE:** Enter GST on invoice and section total.

### APPROVAL SECTION


- **ACTION:** No Objection

### TRUSTEE EXPENSE WARRANT PAYROLL SECTION

- **Task ID:** 0000044434 - Created: 24-Oct-2013 09:24:49 AM - By: Donald Luusler

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.

---