## Trustee Professional Development and Travel Expenses

### Trustee - Mich Forster

**Period:** December 1, 2015 to February 29th, 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>
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<tbody>
<tr>
<td>Family Centre Gala</td>
<td>X</td>
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<td>March 17th, 2016</td>
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<td>Lethbridge Chamber of Commerce</td>
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<td>January 5th, 2016</td>
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<td>ASBA Meeting</td>
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<td>December 3-4th, 2015</td>
<td>$292.34</td>
<td>$511.06</td>
<td>$57.50</td>
<td>$262.50</td>
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<td>$1,123.40</td>
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<tr>
<td><strong>Total for Period</strong></td>
<td></td>
<td></td>
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<td>$0.00</td>
<td>$511.06</td>
<td>$214.00</td>
<td>$262.50</td>
<td>$1,279.90</td>
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</table>

**No receipts required for Per Diem's**
LeeAnne Tedder

From: Auto-Rcpt <noreply@mail.authorize.net>
Sent: January-05-16 7:37 AM
To: LeeAnne Tedder
Subject: Transaction Receipt from Lethbridge Chamber of Commerce for 94.50 (CAD)

Order Information
Description: Registration - State of the City Address : Attendees: 3
Invoice Number: 533658

Billing Information
LeeAnne Tedder
LETHBRIDGE SCHOOL DISTRICT #51
433 - 15 Street South
Lethbridge, AB T1J 2Z5
CA
leeannetedder@lethsd.ab.ca
(403) 380-5301

Shipping Information
POSTED

Total: 94.50 (CAD)

Payment Information
Date/Time: 5-Jan-2016 6:37:01 PST
Transaction ID: 7860147287
Payment Method: Visa xxxxx4802
Transaction Type: Purchase
Auth Code: 010362

Merchant Contact Information
Lethbridge Chamber of Commerce
Lethbridge, AB T1J2A1
CA
karla@lethbridgechamber.com
$62.50  1-5910-4200-4200-20 Cheryl Gilmore
$62.50  1-5910-4240-1000-24 Wendy Fox
$62.50  1-5910-4180-1000-18 Sharon Mezei

RECEIPT
Reçu

FAMILY CENTRE
200-4TH AVE.S SUITE 225
LETHBRIDGE AB
CARD: 4802
CARD TYPE: VISA
DATE: 2016/01/27
TIME: 10:35:45
RECEIPT NUMBER: M84124798-001-053-001-0
PURCHASE TOTAL: $500.00

APPROVED
AUTH# 063731 01-027
THANK YOU

CARDHOLDER WILL PAY
CARD ISSUER ABOVE AMOUNT
PURSUANT TO CARDHOLDER
AGREEMENT.

CARDHOLDER COPY
IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

posted
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 VOUCHER


NAME: Forster, E. Michel (10181)

DATES:
From: 03-Dec-2015
To: 04-Dec-2015

FUNCTION or MEETING:
ASBA meeting with Alberta Education Officials

LOCATION:
Edmonton

EXPENSES:

1. MEALS
Breakfast 01 $10.00 $10.00
Lunch 02 $10.00 $10.00
Dinner 02 $20.00 $40.00
Gratuity automatically calculated 15 % $7.50

Total: $87.50

2. HOTELS:

Hotel: Enter total invoice amount - attach voucher:

$202.34

Private Accommodation: 05 $100.00 $100.00

Total: $302.34

3. TRANSPORTATION COSTS:

A. Economy Air Fare: Enter total invoice amount - attach receipt:

$0.00

B. Car Expenses: 1013 KMS $0.65 $661.05

Total: $661.05

4. REGISTRATION FEES:

Attach approved receipt or voucher:

$0.00

5. TECHNOLOGY COSTS:

$0.00

Total: $0.00

For Office Use Only:

GST (Auto Calculated Here): 20.72

GST on Invoices: 0.00

Total: 20.72

840.80

MILEAGE:

01 Half Day(s)

01 Full Day(s)

PER DIEM ALLOWANCE:

01 Half Day(s)

01 Full Day(s)

APPROVAL SECTION


Action Taken: No Objection

TRUSTEE EXPENSE WARRANT-PAYROLL SECTION

Task ID: 94000008723 - Created: 07-Dec-2015 06:36:34 AM - By: Donald Lister - Processed: 07-Dec-2015 07:05:08 AM - By: Carl Heleman

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


Travel & Expense Calculator

Section
Amount Claimed Less GST
Total

Materials
$58.12
$2.32
$60.44

Homes
202.34
0.00
202.34

Transportation Costs
488.72
24.34
513.06

Registration Fees
8.00
0.00
8.00

Technology Costs
8.00
0.00
8.00

Expenses Claimed
840.80
24.72
865.52

U.S. Dollars

Exchange Rate
0.00
0.00

NET TOTAL TO BE PAID
865.52

Vendor Number: 01001 - Forster, E. Michel

GL Account Number
Taxes Included
Amount
Tax Code
Total Without Taxes:
Tax Total:
Total With Taxes:

Tax Amount

0.00

0.00

0.00

Author Comment

Invoice Has Not Been Created

**TRUSTEE'S TRAVEL AND EXPENSE WARRANT**

**Task ID:** 000006723 - Created: 07-Dec-2015 11:12:44 AM - By: Charmaine Dittrich  
**Processed:** 07-Dec-2015 11:12:44 AM - By: Charmaine Dittrich

**NAME:**  
Forster, E Michelle (1018)

**DATES:**  
From: 03-Dec-2015  
To: 04-Dec-2015

**FUNCTION or MEETING:**  
ASBA meeting with Alberta Education Officials

**LOCATION:**  
Edmonton

**EXPENSES:**

<table>
<thead>
<tr>
<th>Category</th>
<th>Enter GST on Invoice</th>
<th>Section Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. MEALS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Breakfast</td>
<td>1 @ $10.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>Lunch</td>
<td>1 @ $10.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>Dinner</td>
<td>2 @ $20.00</td>
<td>$40.00</td>
</tr>
<tr>
<td>Gratuities (if applicable)</td>
<td>@ 15%</td>
<td>$7.50</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>$67.50</strong></td>
</tr>
</tbody>
</table>

| 2. HOTELS         |                      |               |
| Hotel:            | Enter total invoice amount - attach vouchers: | $292.34 |
| Private Accommodation | @ 2 @ $20.00 | $40.00 |
| **Total**         |                      | **$332.34**   |

| 3. TRANSPORTATION COSTS |                      |               |
| A. Economy Air Fair:  | Enter total invoice amount - attach receipts | $5 |
| B. Car Expenses      | @ 1 @ $12 Kms | $12 |
| **Total**            |                      | **$61.00**    |

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

| 5. TECHNOLOGY COST: |                      |               |
| $0.00               |                      | **$0.00**     |

**For Office Use Only:**

- **GST (Auto Calculated Weekly):** 0.00
- **GST on Invoice:** 0.00
- **Total GST:** 0.00

**INDIGENOUS:**

- **01 Half Day(s):** 01 Full Day(s)

**PER DIEM ALLOWANCE:**

- **01 Half Day(s):** 01 Full Day(s)

**ACCOUNTS PAYABLE CLERK SECTION**

**Task ID:** 000006723 - Created: 07-Dec-2015 11:12:44 AM - By: Charmaine Dittrich

**Travel & Expense Calculator**

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount Claimed</th>
<th>Less GST</th>
<th>GST</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
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<td>0.00</td>
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<td>0.00</td>
</tr>
<tr>
<td>Hotels</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Transportation Costs</td>
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<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Registration Fees</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Technology Costs</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Expenses Claimed</strong></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>U.S. Dollar</td>
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<td>Exchange Rate</td>
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</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**Vendor Number:** EM10161  
Forster, E Michelle

**Taxes Included:**

- **GST:** 0.00
- **Total:** 0.00

**Net Total To Be Paid:** 0.00

**Approve Expense**  
**Deny Expense**  
**Save Form Info**  
**Edit**  
**Edit Section**  
**Send Emp Email**  
**Add Detailed Comment**

Invoice Has Not Been Created

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Forster, Mich

Confirmation Number: 82159257-1
Room Number: 1131
Room Type: SROBT
No. of Guests: 2

<table>
<thead>
<tr>
<th>ARRIVAL DATE</th>
<th>DEPARTURE DATE</th>
<th>RATE PLAN</th>
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<tbody>
<tr>
<td>12/03/2015</td>
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<td>BAR5</td>
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<table>
<thead>
<tr>
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<th>DESCRIPTION</th>
<th>AMOUNT (CAD)</th>
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<td>12/03/2015</td>
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<td>12/03/2015</td>
<td>GST</td>
<td>GST 846861368 RT</td>
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<tr>
<td>12/04/2015</td>
<td>IMC</td>
<td>MasterCard **************0707</td>
<td>(292.34)</td>
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TOTAL DUE: 0.00