<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>Negotiations</td>
<td>X</td>
<td></td>
<td>March</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$300.00</td>
<td>$300.00</td>
</tr>
<tr>
<td>Board Planning Retreat</td>
<td>X</td>
<td></td>
<td>March 13th -14th</td>
<td>$215.42</td>
<td>$126.25</td>
<td>$17.25</td>
<td></td>
<td>$300.00</td>
<td>$658.92</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Total for Period</td>
<td></td>
<td></td>
<td></td>
<td>$215.42</td>
<td>$0.00</td>
<td>$126.25</td>
<td>$17.25</td>
<td>$600.00</td>
<td>$958.92</td>
</tr>
</tbody>
</table>
TRUSTEES TRAVEL AND EXPENSE WARRANT

NAME: Demers, Tyler (19783)
FUNCTION or MEETING: Board Retreat
LOCATION: Waterloo

EXPENSES:

1. MEALS:
   - Breakfast @ $ 10.00 $ 10.00
   - Lunch @ $ 10.00 $ 10.00
   - Dinner @ $ 20.00 $ 20.00
   - Gratuity automatically calculated @ .15 % $ 2.25

   Enter GST on Invoice $ 17.25

2. HOTELS:
   - Total: Enter total invoice amount - attach vouchers $
   - Private Accommodation: @ $ 20.00 $ 20.00
   - $ 6.00

3. TRANSPORTATION COSTS:
   - A) Economy (in Fair): Enter total invoice amount - attach receipt @ $ 500 $ 500
   - B) Car Expenses: @ $ 126.25 $ 126.25

4. REGISTRATION FEES:
   - Attach approved receipt or voucher $ 5

5. TECHNOLOGY COSTS:
   - $ 0

   For Office Use Only:
   - GST (Auto Calculated Within): 6.726190476190476
   - Total GST: 6.726190476190476

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

   TOTAL EXPENSES CLAIMED: (1^2+3+4+5) $ 143.50
   - NET TO BE PAID: $ 143.50

   APPROVAL SECTION:
   Action Taken: No Objection

   TRUSTEE EXPENSE WARRANT-PAYROLL SECTION:
   Task ID: 0000048331 - Created: 22-Mar-2014 02:45:11 PM - By: Donald Lussier - Processed: 22-Mar-2014 02:45:10 PM - By: Penny Lynn Rakal
   Action Taken: This expense form is being routed to you as the Trustee has entered honorarium or a per diem allowance. Please print the expense form for processing of payment and as backup documentation.

   ACCOUNTS PAYABLE CLERK SECTION:
   Task ID: 0000048331 - Created: 22-Mar-2014 02:45:11 PM - By: Donald Lussier
   Travel & Expense Calculator
   - Amount Claimed Less GST: 16 837142857 0.74285714286 17.25
   - Expenses Claimed: 136 773808523 0.72619047619 143.50
   - Less: Advance: 0.00

   NET TOTAL TO BE PAID: 143.50

   Vendor Number: EM10783
   Demers, Tyler

   GL Account Number: 17010410010032
   - TRUSTEETRAV-BRODG-GEN-BOARD

   Add GL

   Total Without Taxes: 136.67
## INVOICE

**Lodge Resort**

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

**Invoice #:** 111902  
**Date:** March 14th, 2014

**Contact:** LeeAnne Tedder  
**Phone:** 403-380-5301  
**Email:** LeeAnne.Tedder@leths.d.ab.ca

**ISSUED BY:** Mandy Baker  
**Phone:** 403-869-2106  
**Email:** mandy@waymarker.ca

**Terms of Payment:** Payment is due 21 days after departure.

**Payment Method:** Credit Card or Cheque  
**Arrival:** March 5, 2014

**Payable To:** Waterton Lakes Resort  
**Departure:** March 6, 2014

**Function:** Retreat March 2014

### Service:

<table>
<thead>
<tr>
<th>Service</th>
<th>Quantity</th>
<th>Ext. Price</th>
<th>Unit Price</th>
<th>GST</th>
<th>5%</th>
<th>4% Tourist Levy</th>
<th>18% Gratuity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accommodation:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></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>7.88</td>
<td></td>
<td></td>
<td>214.73</td>
</tr>
<tr>
<td>11 x SQQ Standard 2 Queen for 1 night</td>
<td>11</td>
<td>89.00</td>
<td>979.00</td>
<td>48.95</td>
<td>39.16</td>
<td></td>
<td></td>
<td>1067.11</td>
</tr>
<tr>
<td><strong>Subtotals:</strong></td>
<td></td>
<td><strong>1176.00</strong></td>
<td><strong>58.80</strong></td>
<td><strong>47.04</strong></td>
<td><strong>0.00</strong></td>
<td></td>
<td></td>
<td><strong>1281.84</strong></td>
</tr>
<tr>
<td>Meeting Room:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prairie Room, half day</td>
<td>1</td>
<td>0.00</td>
<td>125.00</td>
<td>6.25</td>
<td>0.00</td>
<td></td>
<td></td>
<td>131.25</td>
</tr>
<tr>
<td>Prairie Room, full day</td>
<td>1</td>
<td>0.00</td>
<td>125.00</td>
<td>6.25</td>
<td>0.00</td>
<td></td>
<td></td>
<td>131.25</td>
</tr>
<tr>
<td><strong>Subtotals:</strong></td>
<td></td>
<td><strong>125.00</strong></td>
<td><strong>6.25</strong></td>
<td><strong>0.00</strong></td>
<td><strong>0.00</strong></td>
<td></td>
<td></td>
<td><strong>131.25</strong></td>
</tr>
<tr>
<td>Meals:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lunch a la carte</td>
<td>March 13th</td>
<td>164.50</td>
<td>164.50</td>
<td>8.23</td>
<td>29.61</td>
<td></td>
<td></td>
<td>202.34</td>
</tr>
<tr>
<td>Dinner a la carte</td>
<td>March 13th</td>
<td>511.50</td>
<td>511.50</td>
<td>25.58</td>
<td>92.07</td>
<td></td>
<td></td>
<td>629.15</td>
</tr>
<tr>
<td>Corkage Fee</td>
<td>March 13th</td>
<td>25.00</td>
<td>100.00</td>
<td>5.00</td>
<td>105.00</td>
<td></td>
<td></td>
<td>110.00</td>
</tr>
<tr>
<td>Great Start Breakfast Buffet</td>
<td>March 14th</td>
<td>15.95</td>
<td>191.40</td>
<td>9.57</td>
<td>34.45</td>
<td></td>
<td></td>
<td>235.42</td>
</tr>
<tr>
<td><strong>Subtotals:</strong></td>
<td></td>
<td><strong>967.40</strong></td>
<td><strong>48.38</strong></td>
<td><strong>0.00</strong></td>
<td><strong>156.13</strong></td>
<td></td>
<td></td>
<td><strong>1171.91</strong></td>
</tr>
</tbody>
</table>

**Total:** 2268.40  
**GST:** 113.43  
**47.04**  
**156.13**  
**2585.00**

**Deposit:** Paid on October 8, 2013  
**Balance:** 2085.00

---

\[ \frac{2585.00}{12 \text{ people}} = 215.42 \text{ each} \]

Page 1 of 1
Review all sections of the form and then complete the last section at the bottom of the page.

**TRUSTEES TRAVEL AND EXPENSE WARRANT**

**NAME:** Demers, Tyler (07196)

**DATES:**
From: 07-Feb-2014  
To: 03-Mar-2014

**FUNCTION or MEETING:** GUTE 2014 Negotiations

**LOCATION:** Board Office

**EXPENSES:**

1. **MEALS:**
   - Breakfast: $15.00
   - Lunch: $15.00
   - Dinner: $20.00
   - GST on Invoice: $0.00
   - Section Total: $0.00

2. **HOTEL:**
   - Hotel: $20.00
   - GST on Invoice: $0.00
   - Section Total: $0.00

3. **TRANSPORTATION COSTS:**
   - A) Economy Air Fair: $25.00
   - B) Car Expenses: $0.00
   - KMS: $0.00
   - Section Total: $0.00

4. **REGISTRATION FEES:**
   - Section Total: $0.00

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

   

**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 per diem allowance. Please print the expense form for processing of payment and as backup documentation.