

Trustee Professional Development & Travel Expenses

Trustee - Donna Hunt

Period- September 1, 2018 - November 30, 2018

Event or Expenditure item	Board Business	Professional Learning	Dates	Hotel	Flight	Mileage	Other	Per Diem	Total
ASBA Fall Conference	X		Nov 18-20	\$ 379.46	\$ 31.50		\$ 813.75	\$ 600.00	\$ 1,824.71
<b>Total</b>				<b>\$ 379.46</b>	<b>\$ 31.50</b>	<b>\$ -</b>	<b>\$ 813.75</b>	<b>\$ 600.00</b>	<b>\$ 1,824.71</b>



Suite 1200, 9925 - 109 Street Edmonton, AB T5K 2J8  
 Phone: 780.482.7311 Fax: 780.482.5659  
 www.asba.ab.ca email: finance@asba.ab.ca

# Invoice

Date	Invoice #
11/30/2018	201895

Invoice To
Lethbridge School District No. 51 433 - 15 Street South Lethbridge, AB T1J 2Z5

Terms - Net 30 days

Quantity	Item	Description	Net	Amount
	Registration Fees	Fall General Meeting - as per the attached	3,975.00	3,975.00
		1-710-4100-1000-32		

<b>Sales Tax Summary</b>	
GST@5.0%	CAD 198.75
Total Tax	CAD 198.75

GST/HST No. 106694268	<b>Total</b>	CAD 4,173.75
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9041N202

Alberta School Boards Association  
2018 ASBA Fall General Meeting

Nov 18-20, 2018

Company/Organization	Acctg Code	First Name	Last Name	Job Title	RegId	RegTypeDescription	Reg fee	GST	Total Invoice
Lehrbridge School District	le101	Clark	Bosch	Chair	010	Member Full conference - Onsite	\$825.00	\$41.25	\$866.25
Lehrbridge School District	le101	Cheryl	Gilmore	Superintendent	11159836	Member Full conference	\$775.00	\$38.75	\$813.75
Lehrbridge School District	le101	Donna	Hunt	Trustee	11159498	Member Full conference	\$775.00	\$38.75	\$813.75
Lehrbridge School District	le101	Christine	Lee	Associate Superintendent, Business Affi	11161901	Member Full conference	\$775.00	\$38.75	\$813.75
Lehrbridge School District	le101	Lola	Major	Trustee	005	Member Full conference - Onsite	\$825.00	\$41.25	\$866.25
Lehrbridge School District	le101 Total						\$3,975.00	\$198.75	\$4,173.75



Mobile Support Sign Out

LETHBRIDGE PUBLIC SD Welcome Pauline Jongeling

Expense Reimbursement Authorization



Receipts

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: 0000117082 - Created: 27-Nov-2018 03:43:59 PM - By: Pauline Jongeling - Processed: 27-Nov-2018 03:43:59 PM - By: Donna Hunt

**NAME:** Hunt, Donna (10165)  
**DATES:** From 18-Nov-2018 To 20-Nov-2018  
**FUNCTION or MEETING:** ASBA Conference  Check if Travel is in the USA  
**LOCATION:** Edmonton

**EXPENSES:**

1. MEALS:		Enter GST on Invoice	Section Total
Breakfast	@ \$ 10.00	\$ 0.00	
Lunch	@ \$ 15.00	\$ 0.00	
Dinner	@ \$ 20.00	\$ 0.00	
Gratuity automatically calculated	@ .15 %	\$ 0.00	\$ 0.00 (1)
<b>2. HOTELS:</b>			
Hotel: Enter total invoice amount - attach vouchers		\$ 379.46	\$ 17.40
Private Accommodation:	@ \$ 20.00	\$ 0.00	\$ 379.46 (2)
<b>3. TRANSPORTATION COSTS:</b>			
A) Economy Air Fair: Enter total invoice amount - attach receipts		\$ 31.50	\$ 1.50
Taxi Fares - State number of trips:		\$	
<b>OR</b> B) Car Expenses			
KMS	@ \$ .505	\$ 0.00	\$ 31.50 (3)
<b>4. REGISTRATION FEES:</b>			
Attach approved receipt or voucher		\$	\$ 0.00 (4)
<b>5. TECHNOLOGY COSTS:</b>			
		\$	\$ 0.00 (5)

For Office Use Only			
GST (Auto Calculated Within)	0.00	<b>TOTAL EXPENSES CLAIMED:</b>	(1+2+3+4+5) \$ 410.96
GST on Invoices	18.90	Less: ADVANCE	\$
Total GST	18.90	<b>NET TOTAL TO BE PAID:</b>	\$ 410.96

**HONORARIA:** Half Day(s) Full Day(s)  
**PER DIEM ALLOWANCE:** Half Day(s) 03 Full Day(s)

APPROVAL SECTION

Task ID: 0000117082 - Created: 27-Nov-2018 03:43:59 PM - By: Pauline Jongeling - Processed: 27-Nov-2018 06:04:45 PM - By: Christine Lee  
 Action Taken: No Objection

ACCOUNTS PAYABLE CLERK SECTION

Task ID: 0000117082 - Created: 27-Nov-2018 06:04:45 PM - By: Christine Lee

Travel & Expense Calculator				
Section	Amount Claimed Less GST	GST	Total	
Meals	0 00	0 00	0 00	
Hotels	362 06	17 40	379 46	
Transportation Costs	30 00	1 50	31 50	
Registration Fees	0 00	0 00	0 00	
Technology Costs	0 00	0 00	0 00	
<b>Expenses Claimed</b>	<b>392 06</b>	<b>18 90</b>	<b>410 96</b>	
			Less: ADVANCE	0 00
U S Dollars	Exchange Rate	Exchange	0 00	
<b>NET TOTAL TO BE PAID</b>				<b>410 96</b>

Vendor Number: EM10165 Hunt, Donna

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
170104100100032  -TRUSTEETRAV.BRDGOV-GEN.BOARD		410 96	GST	18 90

Add GL

Total Without Taxes: 392.06  
 Tax Total: 18.90  
 Total With Taxes: 410.96

Authorizer Comment

- [Approve Expense](#)
- [Deny Expense](#)
- [Save Form Info](#)
- [Redirect](#)
- [Edit Section](#)
- [Send Emp Email](#)
- [Add Dated Comment](#)

Invoice Has Not Been Created



10222 - 102 Street, Edmonton, Alberta T5J 4C5  
 Tel: 780-429-3900 Fax: 780-421-3259

Donna Hunt  
 118 Silmile Ridge S  
 Lethbridge AB T1K 5T2  
 Canada

Room: 640  
 Folio: 58989  
 Cashier: 8  
 Arrival: 11-18-18  
 Departure: 11-20-18

Date	Description	Additional Information	Charges	Credits
11-18-18	Room Charge		169.00	
11-18-18	Rooms - GST		8.70	
11-18-18	Rooms - Tourism Levy		6.96	
11-18-18	Rooms - Destination Marketing Fee (DM)		5.07	
11-19-18	Room Charge		169.00	
11-19-18	Rooms - GST		8.70	
11-19-18	Rooms - Tourism Levy		6.96	
11-19-18	Rooms - Destination Marketing Fee (DM)		5.07	
11-20-18	Master Card	XXXXXXXXXXXX3174	XX/XX	379.46

GST Summary	
Registration No: 878578491	
Room	17.40
F&B	0.00
Other	24.06
<b>Total</b>	<b>41.46</b>

Total	379.46	379.46
Balance Due	0.00	CDN



PAYMENT RECEIPT/RECU DE PAIEMENT

Name/Nom  
 HUNT/DONNA

PNR  
 TRRANS

Date  
 20NOV18

Time/Heure  
 2:33PM

Description

Fee/Frais  
 (CAD)

GST/TPS

Total  
 (CAD)

Total (CAD)

FIRST BAG 8382601197618

\$30.00

1.50

31.50

HUNT/DONNA ELEANO  
 \$30.00 \$1.50

\$30.00

1.50

31.50

RECEIPT/RECU 1/1  
 MC XXXXXXXXXXXXX3174 0620  
 AUTH 05187S

GST/TPS No. 866112535  
 QST/TVQ No. 1282807956 TQ08 1

KIOSK ID  
 YEGSS044

Guest Signature: \_\_\_\_\_

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part of or the full amount of these charges.