

Trustee Professional Development & Travel Expenses

Trustee - Donna Hunt

Period- June 1, 2019 - August 31, 2019

Event or Expenditure item	Board Business	Professional Learning	Dates	Hotel	Flight	Mileage	Other	Per Diem	Total
ASBA Spring General Meeting	X		Jun 2-4, 2019	\$ 294.30			\$ 749.00		\$ 1,043.30
Total				\$ 294.30	\$ -	\$ -	\$ 749.00	\$ -	\$ 1,043.30



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 #
6/20/2019	2018312

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 SGM	ASBA Spring General Meeting - as per the attached	2,025.00	2,025.00

Sales Tax Summary	
GST@5.0%	CAD 101.25
Total Tax	CAD 101.25
<i>1-7010-4100-1000-32</i>	

GST/HST No. 106694268	Total CAD 2,126.25
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Alberta School Boards Association
 2019 Spring General Meeting
 Jun 3-4, 2019

Company	First Name	Last Name	Job Title	Reg ID	Reg Description	Reg fee	GST	Total Invoice
Lethbridge School District	Clark	Bosch	Chair	113574054	Member Full conference	\$675.00	\$33.75	\$708.75
Lethbridge School District	Donna	Hunt	Trustee	113457662	Member Full conference	\$675.00	\$33.75	\$708.75
Lethbridge School District	Lola	Major	Trustee	113464971	Member Full conference	\$675.00	\$33.75	\$708.75
Lethbridge School District Total						\$2,025.00	\$101.25	\$2,126.25

Number of Uploaded Documents: 1

▼ TRUSTEES TRAVEL AND EXPENSE WARRANT

Task ID: 0000132226 - Created: 17-Jun-2019 12:07.41 PM - By: Krystal Steynen - Processed: 17-Jun-2019 12:07.41 PM - By: Donna Hunt

NAME: Hunt, Donna (10165)
DATES: From: 02-Jun-2019 To: 04-Jun-2019
FUNCTION or MEETING: ASBA Spring Conference Check if Travel is in the USA
LOCATION: Red Deer

EXPENSES:

1. MEALS:	Enter GST on Invoice	Section Total
Breakfast @ \$ 10.00	\$ 0.00	
Lunch 01 @ \$ 15.00	\$ 15.00	
Dinner 01 @ \$ 20.00	\$ 20.00	
Gratuity automatically calculated @ .15 %	\$ 5.25	
		\$ 40.25 (1)
2. HOTELS:		
Hotel: Enter total invoice amount - attach vouchers:	\$ 294.30	\$ 13.50
Private Accommodation: @ \$ 20.00	\$ 0.00	\$ 294.30 (2)
3. TRANSPORTATION COSTS:		
A) Economy Air Fair: Enter total invoice amount - attach receipts	\$	\$
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:

GST (Auto Calculated Within):	1.67	TOTAL EXPENSES CLAIMED:	(1+2+3+4+5)	\$ 334.55
GST on Invoices:	13.50	Less: ADVANCE		\$
Total GST:	15.17	NET TOTAL TO BE PAID:		\$ 334.55

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

▼ APPROVAL SECTION

Task ID: 0000132226 - Created: 17-Jun-2019 12:07.41 PM - By: Krystal Steynen - Processed: 17-Jun-2019 12:09.11 PM - By: Christine Lee

Action Taken: No Objection

▼ ACCOUNTS PAYABLE CLERK SECTION

Action Taken: Approve Expense

Travel & Expense Calculator			
Section	Amount Claimed Less GST	GST	Total
Meals	38.58	1.67	40.25
Hotels	280.80	13.50	294.30
Transportation Costs	0.00	0.00	0.00
Registration Fees	0.00	0.00	0.00
Technology Costs	0.00	0.00	0.00
Expenses Claimed	319.38	15.17	334.55
			Less: ADVANCE
			0.00
U.S. Dollars	Exchange Rate	Exchange	0.00
			NET TOTAL TO BE PAID
			334.55

Vendor Number: EM10165 - Hunt, Donna

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
170104100100032	<input checked="" type="checkbox"/>	334.55	1	15.17
Total Without Taxes:				319.38
Tax Total:				15.17
Total With Taxes:				334.55

Authorizer Comment:
 Approved

PAID



Black Knight Inn

Black Knight Inn
 2929 50th Avenue
 Red Deer, AB
 T4R 1H1
 Telephone: 403-343-6666 Fax: 403-340-8970

Donna Hunt
 433 15 St. South
 Lethbridge
 Ab
 T1J 2Z5

Page # 1
 Res. # 023052
 Checked in Sun Jun 2/19 - 2:43pm
 Checked out Tue Jun 4/19 - 6:44am
 Nights 2

Promo Code
 Room 316

Date	Description	Reference	Charges	Credits
Jun02	Room - Corporate		135.00	
Jun02	GST		6.75	
Jun02	Tourism Levy		5.40	
Jun03	Room - Corporate		135.00	
Jun03	GST		6.75	
Jun03	Tourism Levy		5.40	
Jun04	PAID BY MASTERCAR auth #02442S	*****3174		294.30
			0.00	294.30

Thank you for choosing the Black Knight Inn.
 Call 1-800-661-8793 to make your next reservation with us.
 Visit us online at <http://www.blackknightinn.ca/>

Our G.S.T. # is R121889661

Charge Summary:

GST 13.50
 Tourism Levy 10.80

Black Knight Inn
 2929 50th Avenue
 Red Deer, AB
 T4R 1H1
 403-343-6666

Capture
 Mastercard
 **** * 3174
 2019-06-04 06:44:17
 664016710015130030
 02305253049
 02442S

AMOUNT \$294.30

APPROVED - THANK YOU 027

holder will pay card issuer
 the amount pursuant to
 the cardholder Agreement

PRIANT - RETAIN FOR YOUR RECORDS

Customer Copy