

Trustee Professional Development & Travel Expenses

Trustee - Doug James

Period- September 1, 2018 - November 30, 2018

Event or Expenditure item	Board Business	Professional Learning	Dates	Hotel	Flight	Mileage	Other	Per Diem	Total
ASBA Summer Leadership Academy		X	Aug 24-25, 2018	\$ 211.68		\$ 323.20	\$ 784.25	\$ 400.00	\$ 1,719.13
Total				\$ 211.68	\$ -	\$ 323.20	\$ 784.25	\$ 400.00	\$ 1,719.13

A · S · B · A
Alberta School Boards
Association

1200. 9925 - 109 Street Edmonton, Alberta T5K 2J8
 Phone 1 780 482 7311 Fax 1 780 482 5659
 www.asba.ab.ca Email finance@asba.ab.ca Business # 10669 4268

INVOICE

NUMBER 0000038531
DATE August 31, 2018

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

(403) 000-3805 Ext

Customer Number	P.O. NUMBER	TERMS		
LET01		Due on Receipt		
DESCRIPTION	REQ.	UNIT PRICE	EXTENDED PRICE	
2018 Summer Leadership Academy Attendee(s) D James	1	725 00	725 00	
1-7010-4100-1000-32				
			NET AMOUNT	725 00
			FREIGHT G.S.T.	36 25
9011N210051			TOTAL DUE	\$761.25

Date: 28-Nov-2018
11:56

Lethbridge Public Sd

Page: 1

Expense Form

Number of Uploaded Documents: 1

▼ TRUSTEES TRAVEL AND EXPENSE WARRANT

Task ID: 0000110903 - Created: 05-Sep-2018 02:16.32 PM - By: Douglas James - Processed: 05-Sep-2018 02:19.55 PM - By: Douglas James

NAME: James, Douglas (10642)
DATES: From: 24-Aug-2018 To: 25-Aug-2018
FUNCTION or MEETING: ASBA Summer Leadership Academy 2018 Check if Travel is in the USA:
LOCATION: Canmore

EXPENSES:

				Enter GST on Invoice	Section Total
1. MEALS:					
Breakfast	@ \$ 10.00	\$	0.00		
Lunch	@ \$ 15.00	\$	0.00		
Dinner	01 @ \$ 20.00	\$	20.00		
Gratuity automatically calculated	@ .15 %	\$	3.00		
				\$	23.00 (1)
2. HOTELS:					
Hotel: Enter total invoice amount - attach vouchers:		\$	211.68	\$	22.68
Private Accommodation:	@ \$ 20.00	\$	0.00	\$	211.68 (2)
3. TRANSPORTATION COSTS:					
A) Economy Air Fair: Enter total invoice amount - attach receipts		\$	\$		
Taxi Fares - State number of trips:		\$			
OR B) Car Expenses	Canmore, Alberta 640 KMS @ \$ 505	\$	323.20	\$	323.20 (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):	16.34	TOTAL EXPENSES CLAIMED:	(1+2+3+4+5)	\$	557.88
GST on Invoices:	22.68	Less: ADVANCE		\$	
Total GST:	39.02	NET TOTAL TO BE PAID:		\$	557.88

HONORARIA: Half Day(s) Full Day(s)
PER DIEM ALLOWANCE: Half Day(s) 02 Full Day(s)

▼ APPROVAL SECTION

Task ID: 0000110903 - Created: 05-Sep-2018 02:19.55 PM - By: Douglas James - Processed: 05-Sep-2018 02:36.34 PM - By: Christine Lee

Action Taken: No Objection

▼ TRUSTEE EXPENSE WARRANT-PAYROLL SECTION

Task ID: 0000110903 - Created: 05-Sep-2018 02:36.34 PM - By: Christine Lee - Processed: 18-Sep-2018 03:18.28 PM - By: Carrie McLaren

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

Task ID: 0000110903 - Created: 05-Sep-2018 02:36.34 PM - By: Christine Lee - Processed: 05-Sep-2018 03:54.33 PM - By: Pauline Jongeling

Action Taken: Approve Expense

Travel & Expense Calculator			
Section	Amount Claimed Less GST	GST	Total
Meals	22.05	0.95	23.00
Hotels	189.00	22.68	211.68
Transportation Costs	307.81	15.39	323.20
Registration Fees	0.00	0.00	0.00
Technology Costs	0.00	0.00	0.00
Expenses Claimed	518.86	39.02	557.88
		Less: ADVANCE	0.00
U.S. Dollars	Exchange Rate:	Exchange:	0.00
NET TOTAL TO BE PAID:			557.88

Vendor Number: EM10842 - James, Douglas				
GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
170104100100032	<input checked="" type="checkbox"/>	557.88	1	26.57
			Total Without Taxes:	531.31
			Tax Total:	26.57
			Total With Taxes:	557.88

Authorizer Comment
approved

PAID



COAST
canmore hotel &
conference centre™

511 Bow Valley T
Canmore AB T1V
Tel: (403) 678 36

Mr Doug James
213 Canyon Boulevard West
LETHBRIDGE AB T1K 6P1
CANADA

Invoice

Invoice date 8/25/2018
Invoice number 59134
Our reference CCM-FC123134 /
GST Number GST#802977231

Guest **Mr Doug James** Arrival **8/24/2018** Departure **8/25/2018**

Date	Description	Quantity	Unit Price
8/24/2018	Room Charge	1	189.00
8/24/2018	GST Taxes	1	9.45
8/24/2018	Tourism Levy	1	7.56
8/24/2018	Market Fee	1	5.67

Total invoice

8/25/2018 Visa

Total Paid

Total Due

Total GST 9.45

I agree that my liability for any charges incurred by me is not waived and agree to be held personally liable in the event that the indicated party fails to pay for any part of the full amount of these charges. Interest will be charged on any overdue balance.

Signature X _____