

Trustee Professional Development & Travel Expenses
Trustee - Tyler Demers
Period- September 1, 2019 - November 30, 2019

Event or Expenditure item	Board Business	Professional Learning	Dates	Hotel	Flight	Mileage	Other	Per Diem	Total
ASBA FGM 2020 and TEBA AGM	x		Nov 17 to Nov 20		\$ 713.37	\$ 511.06	\$ 103.50	\$ 800.00	\$ 2,127.93
Lunch with the Minister	X						\$ 31.50		\$ 31.50
Total				\$ -	\$ 713.37	\$ 511.06	\$ 135.00	\$ 800.00	\$ 2,159.43

Expense Form

Number of Uploaded Documents: Attached Documents

▼ TRUSTEES TRAVEL AND EXPENSE WARRANT

Task ID: 0000141443 - Created: 21-Nov-2019 03:34.04 PM - By: Tyler Demers - Processed: 21-Nov-2019 03:34.04 PM - By: Tyler Demers

NAME: Demers, Tyler (10783)
DATES: From: 17-Nov-2019 To: 20-Nov-2019
FUNCTION or MEETING: ASBA FGM 2020 and TEBA AGM Check if Travel is in the USA:
LOCATION: Edmonton

EXPENSES:

1. MEALS:	Enter GST on Invoice	Section Total
Breakfast 02 @ \$ 10.00 \$ 20.00		
Lunch 02 @ \$ 15.00 \$ 30.00		
Dinner 02 @ \$ 20.00 \$ 40.00		
Gratuity automatically calculated @ .15 % \$ 13.50		\$ 103.50 (1)
2. HOTELS:		
Hotel: Enter total invoice amount - attach vouchers: \$ \$		
Private Accommodation: @ \$ 20.00 \$ 0.00		\$ 0.00 (2)
3. TRANSPORTATION COSTS:		
A) Economy Air Fair: Enter total invoice amount - attach receipts \$ 713.37 \$		
Taxi Fares - State number of trips: \$		
OR B) Car Expenses Edmonton		
1012 KMS @ \$.505 \$ 511.06		\$ 1224.43 (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):	28.62	TOTAL EXPENSES CLAIMED:	(1+2+3+4+5)	\$ 1327.93
GST on Invoices:	0.00	Less: ADVANCE		\$
Total GST:	28.62	NET TOTAL TO BE PAID:		\$ 1327.93

HONORARIA: Half Day(s) 04 Full Day(s)

APPROVAL SECTION

Task ID: 0000141443 - Created: 21-Nov-2019 03:34.04 PM - By: Tyler Demers - Processed: 21-Nov-2019 07:10.43 PM - By: Christine Lee

Action Taken: No Objection

TRUSTEE EXPENSE WARRANT-PAYROLL SECTION

Task ID: 0000141443 - Created: 21-Nov-2019 07:10.43 PM - By: Christine Lee - Processed: 11-Dec-2019 08:41.03 AM - By: Barbara Raiche

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: 0000141443 - Created: 21-Nov-2019 07:10.43 PM - By: Christine Lee - Processed: 25-Nov-2019 12:36.43 PM - By: Krystal Steynen

Action Taken: Approve Expense

Travel & Expense Calculator

Section	Amount Claimed Less GST	GST	Total
Meals:	99.21	4.29	103.50
Hotels:	0.00	0.00	0.00
Transportation Costs:	1200.09	24.34	1224.43
Registration Fees:	0.00	0.00	0.00
Technology Costs:	0.00	0.00	0.00
Expenses Claimed:	1299.30	28.63	1327.93
		Less: ADVANCE	0.00
U.S. Dollars:	Exchange Rate:	Exchange:	0.00
NET TOTAL TO BE PAID:			1327.93

Vendor Number: EM10783 - Demers, Tyler

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
170104100100032		1327.93	1	28.63
			Total Without Taxes:	1299.30
			Tax Total:	<u>28.63</u>
			Total With Taxes:	1327.93

Authorizer Comment
approved

PAID

The Westin Edmonton
 10135 100 St
 Edmonton, AB T5J 0N7
 Canada
 Tel: 780-426-3636 Fax: 780-428-1454



Tyler Demers
 Xxx
 Xxx, NE, 11111
 United States Of America
 XA1178 - ASBA 2019 Conference

Page Number : 1 Invoice Nbr : 27916894
 Guest Number : 1339866
 Folio ID : A
 Arrive Date : 17-NOV-19 14:26
 Depart Date : 20-NOV-19 08:21
 No. Of Guest : 1
 Room Number : 1605
 Marriott Bonvoy Number :

Tax Invoice

Tax ID : 815461330RT0001
 The Westin Edm YEGWI NOV-20-2019 08:21 BSMOL657

Date	Reference	Description	Charges (CAD)	Credits (CAD)
17-NOV-19	RT1605	Room Chrg - Grp - Association	180.00	
17-NOV-19	RT1605	GST	9.27	
17-NOV-19	RT1605	DMF	5.40	
17-NOV-19	RT1605	Tour Levy	7.42	
17-NOV-19	RT1605	Parking Self	34.00	
17-NOV-19	RT1605	GST	1.70	
18-NOV-19	RT1605	Room Chrg - Grp - Association	180.00	
18-NOV-19	RT1605	GST	9.27	
18-NOV-19	RT1605	DMF	5.40	
18-NOV-19	RT1605	Tour Levy	7.42	
18-NOV-19	RT1605	Parking Self	34.00	
18-NOV-19	RT1605	GST	1.70	
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19-NOV-19	RT1605	GST	9.27	
19-NOV-19	RT1605	DMF	5.40	
19-NOV-19	RT1605	Tour Levy	7.42	
19-NOV-19	RT1605	Parking Self	34.00	
19-NOV-19	RT1605	GST	1.70	
20-NOV-19	VI	Visa-3691		-713.37

Approve EMV Receipt for VI - 3691: PIN Verified
 TC:12D8B967BD81C471 TVR:0080008000
 Application Label:VISA CREDIT

** Total 713.37 -713.37
 *** Balance -0.00

Continued on the next page

The Westin Edmonton
 10135 100 St
 Edmonton, AB T5J 0N7
 Canada
 Tel: 780-426-3636 Fax: 780-428-1454



Tyler Demers
 Xxx
 Xxx, NE, 11111
 United States Of America
 XA1178 - ASBA 2019 Conference

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EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room	GST	Tour Levy	Food\Bev	Phone	Other	Total	Payment
11-17-2019	0.00	0.00	0.00	0.00	0.00	237.79	237.79	0.00
11-18-2019	0.00	0.00	0.00	0.00	0.00	237.79	237.79	0.00
11-19-2019	0.00	0.00	0.00	0.00	0.00	237.79	237.79	0.00
11-20-2019	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-713.37
Total	0.00	0.00	0.00	0.00	0.00	713.37	713.37	-713.37

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LeeAnne Tedder

From: office@lethbridgechamber.com
Sent: Friday, October 25, 2019 10:56 AM
To: LeeAnne Tedder
Subject: Confirmation: Lunch with the Minister: Travis Toews, Minister of Finance

Registration Information

Lunch with the Minister: Travis Toews, Minister of Finance

Date: November 1, 2019 11:30 AM - 1:30 PM MDT

Location: Sandman Signature Lethbridge Lodge
Anton's Ballroom

Date/Time Details: Friday, November 1, 2019

11:30 a.m. - 1:30 p.m.

You've successfully completed registration for Lunch with the Minister: Travis Toews, Minister of Finance via Lethbridge Chamber of Commerce Website.

[Click Here for More Information](#)

Summary			
Item	Description	Quantity	Total Amt
Meet the Minister of Finance, Travis Toews	Tyler Demers	1	\$30.00
		Sales Tax	\$1.50
		Total:	\$31.50
			PAID

[Edit Registration / Edit Attendee\(s\)](#)

[Add to Calendar](#)

ENTERED
LD

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