

Trustee Professional Development & Travel Expenses  
Trustee - Clark Bosch  
Period- March 1, 2020 - May 31, 2020

Event or Expenditure item	Board Business	Professional Learning	Dates	Hotel	Flight	Mileage	Other	Per Diem	Total
Budget Speech/Meeting with Dept Minister	X		Feb 27-Feb 28			\$ 511.06	\$ 40.25	\$ 400.00	\$ 951.31
<b>Total</b>				\$ -	\$ -	\$ 511.06	\$ 40.25	\$ 400.00	\$ 951.31

## Expense Form

**Number of Uploaded Documents:  
Attached Documents**

▼ TRUSTEES TRAVEL AND EXPENSE WARRANT

Task ID: 0000149404 - Created: 02-Mar-2020 09:32.31 AM - By: Clark Bosch - Processed: 02-Mar-2020 09:32.31 AM - By: Clark Bosch

**NAME:** Bosch, Clark (10671)  
**DATES:** From: 27-Feb-2020 To: 28-Feb-2020  
**FUNCTION or MEETING:** Budget Speech/Meeting with Deputy Minister Check if Travel is in the USA:   
**LOCATION:** Edmonton

**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)
<b>2. HOTELS:</b>		
Hotel: Enter total invoice amount - attach vouchers:	\$	\$
Private Accommodation: @ \$ 20.00	\$ 0.00	\$ 0.00 (2)
<b>3. TRANSPORTATION COSTS:</b>		
A) Economy Air Fair: Enter total invoice amount - attach receipts	\$	\$
Taxi Fares - State number of trips:	\$	
OR B) Car Expenses Edmonton 1012 KMS @ \$ .505	\$ 511.06	\$ 511.06 (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):	26.00	<b>TOTAL EXPENSES CLAIMED:</b>	(1+2+3+4+5)	\$ 551.31
GST on Invoices:	0.00	Less: ADVANCE		\$
Total GST:	26.00	<b>NET TOTAL TO BE PAID:</b>		\$ 551.31

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

APPROVAL SECTION

Task ID: 0000149404 - Created: 02-Mar-2020 09:32.31 AM - By: Clark Bosch - Processed: 02-Mar-2020 09:38.09 AM - By: Christine Lee

Action Taken: No Objection

TRUSTEE EXPENSE WARRANT-PAYROLL SECTION

Task ID: 0000149404 - Created: 02-Mar-2020 09:38.09 AM - By: Christine Lee - Processed: 20-Mar-2020 09:02.13 AM - 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: 0000149404 - Created: 02-Mar-2020 09:38.09 AM - By: Christine Lee - Processed: 02-Mar-2020 01:31.09 PM - By: Krystal Steynen

Action Taken: Approve Expense

Travel & Expense Calculator

Section	Amount Claimed Less GST	GST	Total
Meals:	38.58	1.67	40.25
Hotels:	0.00	0.00	0.00
Transportation Costs:	486.72	24.34	511.06
Registration Fees:	0.00	0.00	0.00
Technology Costs:	0.00	0.00	0.00
Expenses Claimed:	525.30	26.01	551.31
		Less: ADVANCE	0.00
U.S. Dollars:	Exchange Rate:	Exchange:	0.00
		NET TOTAL TO BE PAID:	551.31

Vendor Number: EM10671 - Bosch, Clark

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
170104100100032		551.31	1	26.01
			<b>Total Without Taxes:</b>	<b>525.30</b>
			<b>Tax Total:</b>	<b>26.01</b>
			<b>Total With Taxes:</b>	<b>551.31</b>

Authorizer Comment  
Approved

PAID