

Trustee Professional Development & Travel Expenses  
Trustee - Donna Hunt  
Period- September 1, 2019 - November 30, 2019

Event or Expenditure item	Board Business	Professional Learning	Dates	Hotel	Flight	Mileage	Other	Per Diem	Total
Team Lethbridge	X		Nov 5 - Nov 7	\$ 334.56			\$ 23.00	\$ 600.00	\$ 957.56
ASBA Conference	X		Nov 17 to Nov 20	\$ 611.49				\$ 700.00	\$ 1,311.49
<b>Total</b>				<b>\$ 946.05</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 23.00</b>	<b>\$ 1,300.00</b>	<b>\$ 2,269.05</b>

## Expense Form

**Number of Uploaded Documents:  
Attached Documents**

▼ TRUSTEES TRAVEL AND EXPENSE WARRANT

Task ID: 0000140710 - Created: 14-Nov-2019 10:12.38 AM - By: Donna Hunt - Processed: 14-Nov-2019 10:12.38 AM - By: Donna Hunt

**NAME:** Hunt, Donna (10165)  
**DATES:** From: 05-Nov-2019 To: 07-Nov-2019  
**FUNCTION or MEETING:** Team Lethbridge Check if Travel is in the USA:   
**LOCATION:** Edmonyon

**EXPENSES:**

1. MEALS:	Enter GST on Invoice	Section Total
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)
<b>2. HOTELS:</b>		
Hotel: Enter total invoice amount - attach vouchers:	\$ 334.56	\$ 334.56 (2)
Private Accommodation: @ \$ 20.00	\$ 0.00	
<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		
KMS @ \$ .505	\$ 0.00	\$ 0.00 (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):	0.95	<b>TOTAL EXPENSES CLAIMED:</b>	(1+2+3+4+5)	\$ 357.56
GST on Invoices:	0.00	Less: ADVANCE		\$
Total GST:	0.95	<b>NET TOTAL TO BE PAID:</b>		\$ 357.56

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

APPROVAL SECTION

Task ID: 0000140710 - Created: 14-Nov-2019 10:12.38 AM - By: Donna Hunt - Processed: 14-Nov-2019 03:57.39 PM - By: Christine Lee

Action Taken: No Objection

TRUSTEE EXPENSE WARRANT-PAYROLL SECTION

Task ID: 0000140710 - Created: 14-Nov-2019 03:57.39 PM - By: Christine Lee - Processed: 20-Nov-2019 01:26.56 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: 0000140710 - Created: 14-Nov-2019 03:57.40 PM - By: Christine Lee - Processed: 14-Nov-2019 04:27.06 PM - By: Krystal Steynen

Action Taken: Approve Expense

Travel & Expense Calculator

Section	Amount Claimed Less GST	GST	Total
Meals:	22.05	0.95	23.00
Hotels:	334.56	0.00	334.56
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:	356.61	0.95	357.56
		Less: ADVANCE	0.00
U.S. Dollars:	Exchange Rate:	Exchange:	0.00
		NET TOTAL TO BE PAID:	357.56

Vendor Number: EM10165 - Hunt, Donna

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
170104100100032		357.56	1	16.29
			<b>Total Without Taxes:</b>	<b>341.27</b>
			<b>Tax Total:</b>	<b>16.29</b>
			<b>Total With Taxes:</b>	<b>357.56</b>

Authorizer Comment  
Approved

PAID

# MATRIX HOTEL

**Donna Hunt  
Canada**

Room No. : 1514  
 Arrival : 11-05-19  
 Departure Date : 11-07-19  
 Folio No. : 14347369  
 Conf. No. : 60732591  
 P.O. No. :

Company Name: Economic Development Lethbridge  
 Group Name: Economic Development Lethbridge

**INFORMATION INVOICE**

<b>Date</b>	<b>Description</b>	<b>Charges</b>	<b>Credits</b>
11-05-19	Room Revenue	149.00	
11-05-19	Destination Marketing Fee	4.47	
11-05-19	Room GST	7.67	
11-05-19	Tourism Levy	6.14	
11-06-19	Room Revenue	149.00	
11-06-19	Destination Marketing Fee	4.47	
11-06-19	Room GST	7.67	
11-06-19	Tourism Levy	6.14	
11-06-19	Mastercard		334.56
		<b>Total Charges</b>	<b>334.56</b>
		<b>Total Credits</b>	<b>334.56</b>
		<b>Balance</b>	<b>0.00</b>

## Expense Form

**Number of Uploaded Documents:  
Attached Documents**

▼ TRUSTEES TRAVEL AND EXPENSE WARRANT

Task ID: 0000143892 - Created: 17-Dec-2019 03:27.43 PM - By: Krystal Steynen - Processed: 17-Dec-2019 03:27.43 PM - By: Donna Hunt

**NAME:** Hunt, Donna (10165)  
**DATES:** From: 17-Nov-2019 To: 20-Nov-2019  
**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:	\$ 496.24 \$	22.76
Private Accommodation: @ \$ 20.00	\$ 0.00	\$ 496.24 (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		
KMS @ \$ .505	\$ 0.00	\$ 0.00 (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)	\$ 496.24
GST on Invoices:	22.76	Less: ADVANCE		\$
Total GST:	22.76	<b>NET TOTAL TO BE PAID:</b>		\$ 496.24

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

▼ APPROVAL SECTION

Task ID: 0000143892 - Created: 17-Dec-2019 03:27.43 PM - By: Krystal Steynen - Processed: 17-Dec-2019 03:34.14 PM - By: Christine Lee

Action Taken: No Objection

▼ TRUSTEE EXPENSE WARRANT-PAYROLL SECTION

Task ID: 0000143892 - Created: 17-Dec-2019 03:34.14 PM - By: Christine Lee - Processed: 17-Dec-2019 05:06.53 PM - 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: 0000143892 - Created: 17-Dec-2019 03:34.14 PM - By: Christine Lee - Processed: 17-Dec-2019 04:06.57 PM - By: Krystal Steynen

Action Taken: Approve Expense

Travel & Expense Calculator

Section	Amount Claimed Less GST	GST	Total
Meals:	0.00	0.00	0.00
Hotels:	473.48	22.76	496.24
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:	473.48	22.76	496.24
		Less: ADVANCE	0.00
U.S. Dollars:	Exchange Rate:	Exchange:	0.00
		NET TOTAL TO BE PAID:	496.24

Vendor Number: EM10165 - Hunt, Donna

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
170104100100032		496.24	1	22.76
			<b>Total Without Taxes:</b>	<b>473.48</b>
			<b>Tax Total:</b>	<b><u>22.76</u></b>
			<b>Total With Taxes:</b>	<b>496.24</b>

Authorizer Comment  
Approved

PAID

# WESTIN® HOTELS & RESORTS

27916616

Page Number : 1  
 Guest Number : 1299152  
 Folio ID : A  
 Arrive Date : 17-NOV-19 18.07  
 Depart Date : 19-NOV-19 12.01  
 No. Of Guest : 1  
 Room Number : 648  
 Marriott Bonvoy Number :

The Westin Edmonton  
 10135 100 St  
 Edmonton, AB T5J 0N7  
 Canada  
 Tel: 780-426-3036 Fax: 780-426-1654

Donna Hunt  
 XA1178 - ASBA 2019 Conference

Information Invoice

Tax ID : 815461330RT0001

The Westin Edmonton YEGW1 NOV-19-2019 04:53 NAZZA245

Rate	Reference	Description	Charged (CAD)	Credits (CAD)
17-NOV-19	RT648	Room Chrg - Grg - Association	221.00	
17-NOV-19	RT648	GST	6.63	
17-NOV-19	RT648	DMF	9.11	
17-NOV-19	RT648	Tour Levy	221.00	
18-NOV-19	RT648	Room Chrg - Grg - Association	11.38	
18-NOV-19	RT648	GST	6.63	
18-NOV-19	RT648	DMF	9.11	
18-NOV-19	RT648	Tour Levy	9.11	

Approve EMV Receipt for MC - 3174 PIN Verified  
 TC:1A851644E0402CB3 TVR:0000008000  
 Application Label MasterCard

\*\* Total  
 \*\*\* Balance

496.24  
 496.24  
 0.00

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Continued on the next page

Cheryl Gilmore  
1-7010-4100-1000-32

# Acclaim Hotel Calgary Airport

123 Freeport Blvd NE  
Calgary, AB T3N 0A3  
Ph: 403-291-8000 Fax: 403-532-9400  
www.acclaimhotel.ca



TAX ID: GST # 849702444RT0027

Cheryl Gilmore

Room	Folio	Checkin	CheckOut	Balance
228	398893	11/19/2019	11/20/2019	0.00
Master Folio				

ASBA FGM - Donna Hunt

Date	Room	Description / Voucher	Charges	Credits	Balance
11/19/2019	228	Acclaim Room Revenue	99.00	0.00	99.00
11/19/2019	228	Hotel Amenity Fee - 3.8%	3.76	0.00	102.76
11/19/2019	228	HMF - 3%	2.97	0.00	105.73
11/19/2019	228	Alberta Tourism Levy - 4%	4.23	0.00	109.96
11/19/2019	228	Goods & Service Tax - 5%	5.14	0.00	115.10
11/19/2019	228	GST DMF Fee - 0.15%	0.15	0.00	115.25
11/20/2019	228	Visa - ...9712 AP: 040029	0.00	115.25	0.00
		<b>Balance Due</b>			<b>0.00</b>
		<b>Summary and Taxes</b>			
		Taxable Sales	99.00		
		Hotel Amenity Fee - 3.8%	3.76		
		HMF - 3%	2.97		
		Alberta Tourism Levy - 4%	4.23		
		Goods & Service Tax - 5%	5.14		
		GST DMF Fee - 0.15%	0.15		

ENTERED