

Trustee Professional Development & Travel Expenses

Trustee - Kristina Larkin

Period- September 1, 2021 November 30, 2021

Event or Expenditure item	Board Business	Professional Learning	Dates	Hotel	Flight	Mileage	Other	Per Diem	Total
ASBA fall AGM		x	14-Nov-21	\$ 357.02		\$ 511.06	\$ 34.50		\$ 902.58
Total				\$ 357.02	\$ -	\$ 511.06	\$ 34.50	\$ -	\$ 902.58

Expense Reimbursement Authorization

Attached Documents

Review all sections of the form and then complete the last section at the bottom of the page.

▼ TRUSTEES TRAVEL AND EXPENSE WARRANT

Task ID: 0000195818 - Created: 17-Dec-2021 11:40.28 AM - By: Kristina Larkin - Processed: 17-Dec-2021 11:40.28 AM - By: Kristina Larkin

NAME: Larkin, Kristina (20420)
DATES: From: 14-Nov-2021 To: 16-Nov-2021
FUNCTION or MEETING: ASBA Fall General Meeting Check if Travel is in the USA:
LOCATION: Delta Hotels Marriot Edmonton South Conference Ctr

EXPENSES:

				Enter GST on Invoice	Section Total
1. MEALS:					
Breakfast	01	@ \$ 10.00	\$ 10.00		
Lunch		@ \$ 15.00	\$ 0.00		
Dinner	01	@ \$ 20.00	\$ 20.00		
Gratuity automatically calculated		@ .15 %	\$ 4.50		34.50 (1)
2. HOTELS:					
Hotel: Enter total invoice amount - attach vouchers:			\$ 357.02	\$	
Private Accommodation: @ \$ 20.00			\$ 0.00		357.02 (2)
3. TRANSPORTATION COSTS:					
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)
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):	25.76	TOTAL EXPENSES CLAIMED:	(1+2+3+4+5)	\$	902.58
GST on Invoices:	0.00	Less: ADVANCE		\$	
Total GST:	25.76	NET TOTAL TO BE PAID:		\$	902.58

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

▼ APPROVAL SECTION

Task ID: 0000195818 - Created: 17-Dec-2021 11:40.28 AM - By: Kristina Larkin - Processed: 17-Dec-2021 12:03.25 PM - By: Christine Lee

Action Taken: No Objection






ACCOUNTS PAYABLE CLERK SECTION

Task ID: 0000195818 - Created: 17-Dec-2021 12:03.25 PM - By: Christine Lee

Travel & Expense Calculator

Section	Amount Claimed Less GST	GST	Total
Meals:	33.07	1.43	34.50
Hotels:	357.02	0.00	357.02
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:	876.81	25.77	902.58
		Less: ADVANCE	0.00
U.S. Dollars:		Exchange Rate:	Exchange: 0.00
		NET TOTAL TO BE PAID:	902.58

Vendor Number: Larkin, Kristina  

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
 <input type="text" value="170104100100032"/>  -TRUSTEETRAV-BRDGOV-GEN-BOARD		<input type="text" value="902.58"/>	GST 	<input type="text" value="25.77"/> 



 Add GL

Total Without Taxes: 876.81
Tax Total: 25.77
Total With Taxes: 902.58

Authorizer Comment

Invoice Has Not Been Created



EDMONTON SOUTH
CONFERENCE CENTRE

4404 Gateway Boulevard NW, Edmonton, Alberta, T6H 5C2
Tel: 780-434-6415 Fax: 780-436-9247

Ms Kristina Larkin
Canada

Room: 0430
Folio: 164209
Cashier: 33
Arrival: 11-14-21
Departure: 11-16-21

Group: AB School Boards Association FGM Confere

Date	Description	Additional Information	Charges	Credits
11-14-21	Room Charge		159.00	
11-14-21	Room Destination Marketing Fee		4.77	
11-14-21	Room GST		8.19	
11-14-21	AB Tourism Levy		6.55	
11-15-21	Room Charge		159.00	
11-15-21	Room Destination Marketing Fee		4.77	
11-15-21	Room GST		8.19	
11-15-21	AB Tourism Levy		6.55	
11-16-21	Master Card	XXXXXXXXXXXX2957 XX/XX		357.02
GST Summary			Total	357.02
Registration No: 889835161			Balance Due	0.00 CDN
Room	16.38			
F&B	0.00			
Other	22.64			
Total	39.02			

Guest Signature: _____

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part of or the full amount of these charges.