

**Trustee Professional Development & Travel Expenses**

**Trustee - Allison Purcell**

**Period- September 1, 2021 November 30, 2021**

<b>Event or Expenditure item</b>	<b>Board Business</b>	<b>Professional Learning</b>	<b>Dates</b>	<b>Hotel</b>	<b>Flight</b>	<b>Mileage</b>	<b>Other</b>	<b>Per Diem</b>	<b>Total</b>
ASBA fall AGM and Curriculum Review		x	14-Nov-21	\$ 653.25		\$ 511.06	\$ 103.50	\$ 1,000.00	\$ 2,267.81
<b>Total</b>				<b>\$ 653.25</b>	<b>\$ -</b>	<b>\$ 511.06</b>	<b>\$ 103.50</b>	<b>\$ 1,000.00</b>	<b>\$ 2,267.81</b>

**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: 0000193746 - Created: 22-Nov-2021 05:58.52 PM - By: Allison Purcell - Processed: 22-Nov-2021 05:58.52 PM - By: Allison Purcell

**NAME:** Purcell, Allison (20416)  
**DATES:** From: 13-Nov-2021 To: 17-Nov-2021  
**FUNCTION or MEETING:** ASBA Fall AGM and Curriculum Review Check if Travel is in the USA:   
**LOCATION:** Edmonton

**EXPENSES:**

				Enter GST on Invoice	Section Total
<b>1. MEALS:</b>					
Breakfast	01	@ \$ 10.00	\$ 10.00		
Lunch		@ \$ 15.00	\$ 0.00		
Dinner	04	@ \$ 20.00	\$ 80.00		
Gratuity automatically calculated		@ .15 %	\$ 13.50	\$	103.50 (1)
<b>2. HOTELS:</b>					
Hotel: Enter total invoice amount - attach vouchers:			\$ 653.25	\$ 29.97	
Private Accommodation:		@ \$ 20.00	\$ 0.00	\$	653.25 (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):	28.62	<b>TOTAL EXPENSES CLAIMED:</b>	(1+2+3+4+5)	\$	1267.81
GST on Invoices:	29.97	Less: ADVANCE		\$	
Total GST:	58.59	<b>NET TOTAL TO BE PAID:</b>		\$	1267.81

**HONORARIA:** Half Day(s) Full Day(s)  
**PER DIEM ALLOWANCE:** Half Day(s) 05 Full Day(s)

▼ **APPROVAL SECTION**

Task ID: 0000193746 - Created: 22-Nov-2021 05:58.52 PM - By: Allison Purcell - Processed: 22-Nov-2021 07:26.15 PM - By: Christine Lee

Action Taken: No Objection






ACCOUNTS PAYABLE CLERK SECTION

Task ID: 0000193746 - Created: 22-Nov-2021 07:26.16 PM - By: Christine Lee


Travel & Expense Calculator

Section	Amount Claimed Less GST	GST	Total
Meals:	99.21	4.29	103.50
Hotels:	623.28	29.97	653.25
Transportation Costs:	486.72	24.34	511.06
Registration Fees:	0.00	0.00	0.00
Technology Costs:	0.00	0.00	0.00
<b>Expenses Claimed:</b>	<b>1209.21</b>	<b>58.60</b>	<b>1267.81</b>
		Less: ADVANCE	0.00
U.S. Dollars:	Exchange Rate:	Exchange:	0.00
		<b>NET TOTAL TO BE PAID:</b>	<b>1267.81</b>

Vendor Number:  Purcell, Allison  

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
 <input type="text" value="170104100100032"/>  -TRUSTEETRAV-BRDGOV-GEN-BOARD		<input type="text" value="1267.81"/>	GST 	<input type="text" value="58.59"/> 



 Add GL

**Total Without Taxes: 1209.22**  
**Tax Total: 58.59**  
**Total With Taxes: 1267.81**

Authorizer Comment

Invoice Has Not Been Created



# WYNDHAM®

## Hotels and Resorts

Wyndham Garden Edmonton Airport  
 8016 Sparrow Dr  
 Leduc, AB T9E 7G3  
 Tel: (780) 769-0188 GST # 820185924

### INVOICE

Arrival : 11-16-21  
 Departure : 11-17-21  
 Company Name :  
 Allison Pike  
 CA

Folio / Invoice # : 83370 /  
 Reference # : 81485ED086292  
 Room No. : 536  
 Page No. : 1 of 1  
 Membership No. : 126260466G  
 Conf. No. : 42151534  
 Cashier No. : 23320  
 A/R Number :

Date	Description	Reference	Charges	Credits
11-16-21	Room Charge		108.00	
11-16-21	Tax 1-GST 5%		5.40	
11-16-21	Tourism Levy - 4%		4.32	
11-17-21	Visa	XXXXXXXXXXXX1739 XX/XX		117.72
<b>Total</b>			<b>117.72</b>	<b>117.72</b>
<b>Balance</b>				<b>0.00</b>

Please contact the Hotel Manager about any issues with your stay. Wyndham Hotels and Resorts or affiliates may contact you about goods and services unless you call 888-946-4283 or write to Wyndham Worldwide Hotels, Inc. 22 Sylvan Way, Parsippany, NJ 07054 to opt out. View our Wyndham Hotels and Resorts website about privacy.



EDMONTON SOUTH  
CONFERENCE CENTRE

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

Ms Allison Purcell  
 Edmonton AB T5K2J8  
 Canada

Room: 1028  
 Folio: 164239  
 Cashier: 34  
 Arrival: 11-13-21  
 Departure: 11-16-21

Group: AB School Boards Association FGM Confere

Date	Description	Additional Information	Charges	Credits
11-13-21	Room Charge		159.00	
11-13-21	Room Destination Marketing Fee		4.77	
11-13-21	Room GST		8.19	
11-13-21	AB Tourism Levy		6.55	
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	Visa	XXXXXXXXXXXX1739	XX/XX	535.53

<b>GST Summary</b>	
Registration No: 889835161	
Room	24.57
F&B	0.00
Other	33.96
<b>Total</b>	<b>58.53</b>

Total	535.53	535.53
Balance Due	0.00	CDN

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.