Trustee Professional Development & Travel Expenses

Trustee - Craig Whitehead

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	$ 86.25	$ 600.00	**$ 1,554.33**
Total				**$ 357.02**	**$ -**	**$ 511.06**	**$ 86.25**	**$ 600.00**	**$ 1,554.33**

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: 0000193759 - Created: 22-Nov-2021 10:01.12 PM - By: Craig Whitehead - Processed: 22-Nov-2021 10:01.12 PM - By: Craig Whitehead

NAME: **Whitehead, Craig (20417)**

DATES: From: **14-Nov-2021** To: **16-Nov-2021**

FUNCTION or MEETING: **ASBA fall general meeting** Check if Travel is in the USA: ☐

LOCATION: **Edmonton**

EXPENSES:

							Enter GST on Invoice		Section Total	
1. MEALS:										
	Breakfast		@ $	**10.00**	$	**0.00**				
	Lunch	**01**	@ $	**15.00**	$	**15.00**				
	Dinner	**03**	@ $	**20.00**	$	**60.00**				
	Gratuity automatically calculated		@	**.15** %	$	**11.25**		$	**86.25**	(1)
2. HOTELS:										
	Hotel: Enter total invoice amount - attach vouchers:				$	**357.02**	$ **16.38**			
	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):	**27.91**	**TOTAL EXPENSES CLAIMED:**	(1+2+3+4+5)	$	**954.33**
GST on Invoices:	**16.38**	Less: ADVANCE		$	
Total GST:	**44.29**	**NET TOTAL TO BE PAID:**		$	**954.33**

HONORARIA:	Half Day(s)	Full Day(s)
PER DIEM ALLOWANCE:	Half Day(s)	**03** Full Day(s)

APPROVAL SECTION

Task ID: 0000193759 - Created: 22-Nov-2021 10:01.13 PM - By: Craig Whitehead - Processed: 23-Nov-2021 07:15.06 AM - By: Christine Lee

Action Taken: No Objection

ACCOUNTS PAYABLE CLERK SECTION

Task ID: 0000193759 - Created: 23-Nov-2021 07:15.07 AM - By: Christine Lee

Travel & Expense Calculator

Section	Amount Claimed Less GST	GST	Total
Meals:	82.68	3.57	86.25
Hotels:	340.64	16.38	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:	910.04	44.29	954.33
		Less: ADVANCE	0.00
U.S. Dollars:	Exchange Rate:	Exchange:	0.00
		NET TOTAL TO BE PAID:	954.33

Vendor Number: EM20417 **Whitehead, Craig**

GL Account Number		Taxes Included	Amount	Tax Code	Tax Amount
170104100100032	**-TRUSTEETRAV-BRDGOV-GEN-BOARD**	✓	954.33	GST	44.29

Add GL

Total Without Taxes:	**910.04**
Tax Total:	**44.29**
Total With Taxes:	**954.33**

Authorizer Comment

Invoice Has Not Been Created

DELTA
HOTELS
MARRIOTT

EDMONTON SOUTH
CONFERENCE CENTRE

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

Mr Craig Whitehead
Canada

Room:	0411
Folio:	164266
Cashier:	109
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	Visa	XXXXXXXXXXXX6298	XX/XX		357.02

Total	357.02	357.02
Balance Due	0.00 CDN	

GST Summary

Registration No: 889835161	
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.