

Trustee Professional Development & Travel Expenses

Trustee - Tyler Demers

Period- September 1, 2021 November 30, 2021

Event or Expenditure item	Board Business	Professional Learning	Dates	Hotel	Flight	Mileage	Other	Per Diem	Total
NSBA CUBE Annual Conference		X	15-Sep-21	\$ 1,206.96	\$ 388.74	\$ 280.51	\$ 1,031.93	\$ 1,000.00	\$ 3,908.14
Total				\$ 1,206.96	\$ 388.74	\$ 280.51	\$ 1,031.93	\$ 1,000.00	\$ 3,908.14

Expense Form

Number of Uploaded Documents: Attached Documents

▼ TRUSTEES TRAVEL AND EXPENSE WARRANT

Task ID: 0000191075 - Created: 18-Oct-2021 04:25.44 PM - By: Tyler Demers - Processed: 18-Oct-2021 04:25.44 PM - By: Tyler Demers

NAME: Demers, Tyler (10783)
DATES: From: 15-Sep-2021 To: 19-Sep-2021
FUNCTION or MEETING: NSBA CUBE Annual Conference Check if Travel is in the USA:
LOCATION: Atlanta GA

EXPENSES:

1. MEALS:			Enter GST on Invoice	Section Total
Breakfast	03	@ \$ 10.00	\$ 30.00	
Lunch	02	@ \$ 15.00	\$ 30.00	
Dinner	05	@ \$ 20.00	\$ 100.00	
Gratuity automatically calculated		@ .15 %	\$ 24.00	\$ 184.00 (1)
2. HOTELS:				
Hotel: Enter total invoice amount - attach vouchers:			\$ 1206.96 \$ 7.19	
Private Accommodation:		@ \$ 20.00	\$ 0.00	\$ 1206.96 (2)
3. TRANSPORTATION COSTS:				
A) Economy Air Fair: Enter total invoice amount - attach receipts			\$ 388.74 \$ 14.75	
Taxi Fares - State number of trips:		03	\$ 73.46	
OR	B) Car Expenses	Calgary		
		410 KMS	@ \$.505 \$ 207.05	\$ 669.25 (3)
4. REGISTRATION FEES:				
Attach approved receipt or voucher			\$ 807.93 \$	\$ 807.93 (4)
5. TECHNOLOGY COSTS:				
Office_Costs			\$ 40.00 \$	\$ 40.00 (5)

For Office Use Only:				
GST (Auto Calculated Within):	17.48	TOTAL EXPENSES CLAIMED:	(1+2+3+4+5)	\$ 2908.14
GST on Invoices:	21.94	Less: ADVANCE		\$
Total GST:	39.42	NET TOTAL TO BE PAID:		\$ 2908.14

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

▼ APPROVAL SECTION

Task ID: 0000191075 - Created: 18-Oct-2021 04:25.45 PM - By: Tyler Demers - Processed: 19-Oct-2021 05:50.04 AM - By: Christine Lee

Action Taken: No Objection

TRUSTEE EXPENSE WARRANT-PAYROLL SECTION

Task ID: 0000191075 - Created: 19-Oct-2021 05:50.05 AM - By: Christine Lee - Processed: 20-Oct-2021 01:11.01 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: 0000191075 - Created: 19-Oct-2021 05:50.05 AM - By: Christine Lee - Processed: 19-Oct-2021 08:23.22 AM - By: Jeremy Schenk

Action Taken: Approve Expense

Travel & Expense Calculator

Section	Amount Claimed Less GST	GST	Total
Meals:	176.38	7.62	184.00
Hotels:	1199.77	7.19	1206.96
Transportation Costs:	644.64	24.61	669.25
Registration Fees:	807.93	0.00	807.93
Technology Costs:	40.00	0.00	40.00
Expenses Claimed:	2868.72	39.42	2908.14
		Less: ADVANCE	0.00
U.S. Dollars:	Exchange Rate:	Exchange:	0.00
		NET TOTAL TO BE PAID:	2908.14

Vendor Number: EM10783 - Demers, Tyler

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
170104100100032		2908.14	1	138.48
		Total Without Taxes:		2769.66
			Tax Total:	138.48
			Total With Taxes:	2908.14

Authorizer Comment

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PAID

Tyler Demers

Subject: School Board Travel Expenses
Status: Not Started
Percent Complete: 0%
Total Work: 0 hours
Actual Work: 0 hours
Owner: Cox Employee Benefits

Atlanta

CUBE Registration Fees - \$807.93 CDN

May 12, 2021	NATIONAL SCHOOL BOARDS 7038386201 VA 650.00 USD @ 1.242900000000	\$807.93
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Hotel - \$

Westjet Direct Flight - \$388.74

May 22, 2021	WESTJET 883821594414622 CALGARY AB	\$388.74
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Sep 16, 2021	MARRIOTT ATLANTA MARQU 866- 435-7627 GA 807.57 USD @ 1.301700000000	\$1,051.25
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Sep 11, 2021	CLIQUE HOTEL - CALGARY CALGARY AB	\$181.96
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LYFT Total \$56⁴⁴ USD @ \$1.3017 = \$73⁴⁶

"Office Costs" are \$40 CDN Covid Test to enter USA

Found a FREE covid test to come home, but was drive thru so had to take a LYFT to get that done.

Clique Hotels & Resorts

24 Aero Crescent N.E.
 Calgary, AB T2E 7Y5
 Ph#(403)460-9588 Fax#(587)349-5939
 info@hotelclique.ca

GST#828485839RT0001:

Tyler Demers
27 Rivermill Landing W
Lethbridge, AB T1K 8B2
CA

Room	Folio	CheckIn	CheckOut	Balance
268	208244	09/10/2021	09/11/2021	0.00
Master Folio		Expedia (ETP1) H C Standalone		

Direct Bill: 615485116

Date	Room	Description / Voucher	Charges	Credits	Balance
09/10/2021	268	Parking	50.00	0.00	50.00
09/10/2021	268	Goods & Services Tax - 5%	2.50	0.00	52.50
09/10/2021	268	Applause Hotel Room Revenue	111.20	0.00	163.70
09/10/2021	268	Hotel Amenity Fee - 3.8%	4.23	0.00	167.93
09/10/2021	268	HMF - 3%	3.34	0.00	171.27
09/10/2021	268	Alberta Tourism Levy - 4%	4.75	0.00	176.02
09/10/2021	268	Goods & Services Tax - 5%	5.77	0.00	181.79
09/10/2021	268	GST HMF Fee - 0.15%	0.17	0.00	181.96
09/11/2021	268	Mastercard - ...4195 AP: 07261J	0.00	181.96	0.00

50%
 25.00
 1.25
 155.71

Hotel in Calgary to arrive night before for morning flight.
 I stayed longer in Atlanta so only billed Division for 50% of the parking cost to leave car at hotel.
 Added this \$ Marriott Hotel bill for total.

Thank you for staying with us!
 Visit us at clique.ca
GST#828485839RT0001



ATLANTA MARRIOTT MARQUIS

GUEST FOLIO

110	DEMERS/TYLER	226.00	09/19/21	13:00	23519	1719
ROOM	NAME	RATE	DEPART	TIME	ACCT#	GROUP
GK	CUBE		09/16/21	15:32		
TYPE	27 RIVERMILL LANDG W		ARRIVE	TIME		
133	LETHBRIDGE AB T1K8B2					
ROOM		PASSPORT:				
CLERK	ADDRESS	MCXXXXXXXXXXXX4195				MBV#:
		PAYMENT				

DATE	REFERENCES	CHARGES	CREDITS	BALANCES DUE
09/16	ROOM GP 110, 1	226.00		
09/16	STATE TX 110, 1	20.11		
09/16	CITY TAX 110, 1	18.08		
09/16	GA RMFEE 110, 1	5.00		
09/17	ROOM GP 110, 1	226.00		
09/17	STATE TX 110, 1	20.11		
09/17	CITY TAX 110, 1	18.08		
09/17	GA RMFEE 110, 1	5.00		
09/18	ROOM GP 110, 1	226.00		
09/18	STATE TX 110, 1	20.11		
09/18	CITY TAX 110, 1	18.08		
09/18	GA RMFEE 110, 1	5.00		
09/19	CCARD-MC		807.57	
	PAYMENT RECEIVED BY MASTER CARD XXXXXXXXXXXXXXX4195			.00

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ATLANTA MARRIOTT MARQUIS
265 PEACHTREE CENTER
ATLANTA GA 30303

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This statement is your only receipt. You have agreed to pay in cash or by approved personal check or to authorize us to charge your credit card for all amounts charged to you. The amounts shown in the credit column opposite any credit card entry in the reference column above will be charged to the credit card number set forth above. (The credit card company will bill in the usual manner.) If for any reason the credit card company does not make payment on this account, you will owe us such amount. If you are direct billed, in the event payment is not made within 25 days after check-out, you will owe us interest from the check-out date on any unpaid amount at the rate of 1.5% per month (ANNUAL RATE 18%), or the maximum allowed by law, plus the reasonable cost of collection, including attorney fees.

Thank You for Completing Your Order!

NSBA Administrator <services-noreply@nsba.org>

Wed 2021-05-12 7:29 AM

To: Tyler Demers <Tyler.Demers@lethsd.ab.ca>

CUBE 2021 Annual Conference: 9/16/2021 - 9/18/2021

Attendee	Registration
Tyler Demers	Regular Registration

Session Registrations**Friday Awards Reception**

Friday, September 17, 2021 at 5:00 PM - Friday, September 17, 2021 at 6:30 PM

Attendee: Tyler Demers

Friday Breakfast

Friday, September 17, 2021 at 8:30 AM - Friday, September 17, 2021 at 9:00 AM

Attendee: Tyler Demers

Friday Lunch

Friday, September 17, 2021 at 12:30 PM - Friday, September 17, 2021 at 1:30 PM

Attendee: Tyler Demers

Saturday Breakfast

Saturday, September 18, 2021 at 8:30 AM - Saturday, September 18, 2021 at 9:00 AM

Attendee: Tyler Demers

Saturday Lunch

Saturday, September 18, 2021 at 11:00 AM - Saturday, September 18, 2021 at 12:30 PM

Attendee: Tyler Demers

Thursday Welcome Reception

Thursday, September 16, 2021 at 5:30 PM - Thursday, September 16, 2021 at 6:30 PM

Attendee: Tyler Demers

Order Details

Product	List Price	Your Price	Tax	Qty	Total
Regular Registration Fee	\$650.00	\$650.00	\$0.00	1	\$650.00
Subtotal:		\$650.00			
Discount:		\$0.00			
Tax:		\$0.00			
Shipping:		\$0.00			
Total:		\$650.00			

Payment Number	Date	Method	Card/Check Number	Amount
PMT-011454-TTTU	5/12/2021	MasterCard	*****4195	\$650.00

Total Payments: \$650.00

Covid Test
to enter USA



Clayton Braun Pharmacy Ltd.

110 COLUMBIA BLVD. W, LETHBRIDGE, AB, T1K 4J4
403-381-1777

Sep 09, 2021 4:32 PM

0364 1002 146307 500003 3
PRESCRIPTIONS 40.00 N X 40.00
13102496

SUBTOTAL: 40.00

TOTAL: \$40.00

1 Item
MASTERCARD 40.00
81223 1942 RT0001



9990203641002001463077

TELL US HOW WE DID TODAY! VISIT
www.surveysdm.com OR CALL
1-800-701-9163. WIN 1 of 2 MONTHLY
PRIZES OF 1 MILLION PC OPTIMUM POINTS
OR \$1000 IN GIFT CARDS. SEE
www.surveysdm.com FOR FULL
CONTEST RULES.

Certificate Number: 02539605-6534022

Retain Receipt for return within 30 days.
Visit shoppersdrugmart.ca for exclusions

TYPE : PURCHASE
ACCT : MASTERCARD \$ 40.00
CARD NUMBER: *****4195
DATE/TIME: 21/09/09 16:32:08
REFERENCE #: 66338631 0010050110 H
AUTHOR. #: 06249J

MASTERCARD
A0000000041010 0000008000

01/027 APPROVED - THANK YOU

-- IMPORTANT --

Retain This Copy For Your Records
*** CUSTOMER COPY ***



eTicket Receipt

Prepared For
DEMERS/TYLER D MR

RESERVATION CODE	KNDEZE
ISSUE DATE	22May21
TICKET NUMBER	8382159441462
ISSUING AIRLINE	WEST JET
ISSUING AGENT	WestJet/SDX
FREQUENT FLYER NUMBER	WS542056896

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
11Sep21	WESTJET WS 1590	CALGARY INTL AB, CANADA Time 09:55	ATLANTA, GA Time 16:10 Terminal MAYNARD JACKSON INTL TERM	Cabin ECONOMY Seat Number CHECK-IN REQUIRED Baggage Allowance NIL Booking Status OK TO FLY Fare Basis LTQD0ZBG Not Valid After 30SEP21
19Sep21	WESTJET WS 1591	ATLANTA, GA Time 17:15 Terminal MAYNARD JACKSON INTL TERM	CALGARY INTL AB, CANADA Time 19:51	Cabin ECONOMY Seat Number CHECK-IN REQUIRED Baggage Allowance NIL Booking Status OK TO FLY Fare Basis LTQD0ZBG Not Valid After 30SEP21

Allowances

<p>Baggage Allowance</p> <p>YYC to ATL - 0 Pieces WESTJET</p> <p>Prices of additional baggage pieces:</p> <ol style="list-style-type: none">30.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters50.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters <p>ATL to YYC - 0 Pieces WESTJET</p> <p>Prices of additional baggage pieces:</p> <ol style="list-style-type: none">30.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters50.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters <p>ADDITIONAL ALLOWANCES AND/OR DISCOUNTS MAY APPLY DEPENDING ON FLYER-SPECIFIC FACTORS /E.G. FREQUENT FLYER STATUS/MILITARY/ CREDIT CARD FORM OF PAYMENT/EARLY PURCHASE OVER INTERNET,ETC</p> <p>Carry On Allowances</p>

YYC to ATL , ATL to YYC - 1 Piece (WS - WESTJET) carry on hand baggage

Carry On Charges

YYC to ATL , ATL to YYC - (WS - WESTJET) - Carry-on fees unknown - contact carrier

Payment/Fare Details

Form of Payment	CREDIT CARD - MASTERCARD : XXXXXXXXXXXXX 4195
Fare Calculation Line	YYC WS ATL98.60WS YYC98.60NUC197.20END ROE1.257516 XFATL4.5
Fare	CAD 247.98
Taxes/Fees/Carrier-Imposed Charges	CAD 12.10 CA4 (AIR TRAVELLERS SECURITY CHARGE)
	CAD 13.00 XG8 (GOODS AND SERVICES TAX (GST))
	CAD 35.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))
	CAD 1.75 XG9 (GOODS AND SERVICES TAX (GST))
	CAD 46.20 US2 (TRANSPORTATION TAX (INTERNATIONAL))
	CAD 7.24 YC (CUSTOMS USER FEE)
	CAD 8.47 XY2 (IMMIGRATION USER FEE)
	CAD 4.79 XA (APHIS USER FEE)
	CAD 6.77 AY (SEPTEMBER 11TH SECURITY FEE)
	CAD 5.44 XF (PASSENGER FACILITY CHARGE)
Total	CAD 388.74

Positive identification required for airport check in

Notice:

QST # 1202807956TQ0001 GST # 866112535

Baggage fees are charged in CAD or USD by direction depending on point of departure. Guests departing the United States, Latin America and the Caribbean will pay baggage fees in USD. Please see <https://www.westjet.com/en-ca/travel-info/fares/service-fees> for more information.

Passengers embarking upon a journey involving an ultimate destination or a stop in a country other than the country of



SEPTEMBER 17, 2021 AT 1:05 P.M.

Thanks for riding with Alexandra!



Lyft fare (3.77mi, 28 min. 47 sec.)

US\$9.86

Tip

US\$8.00

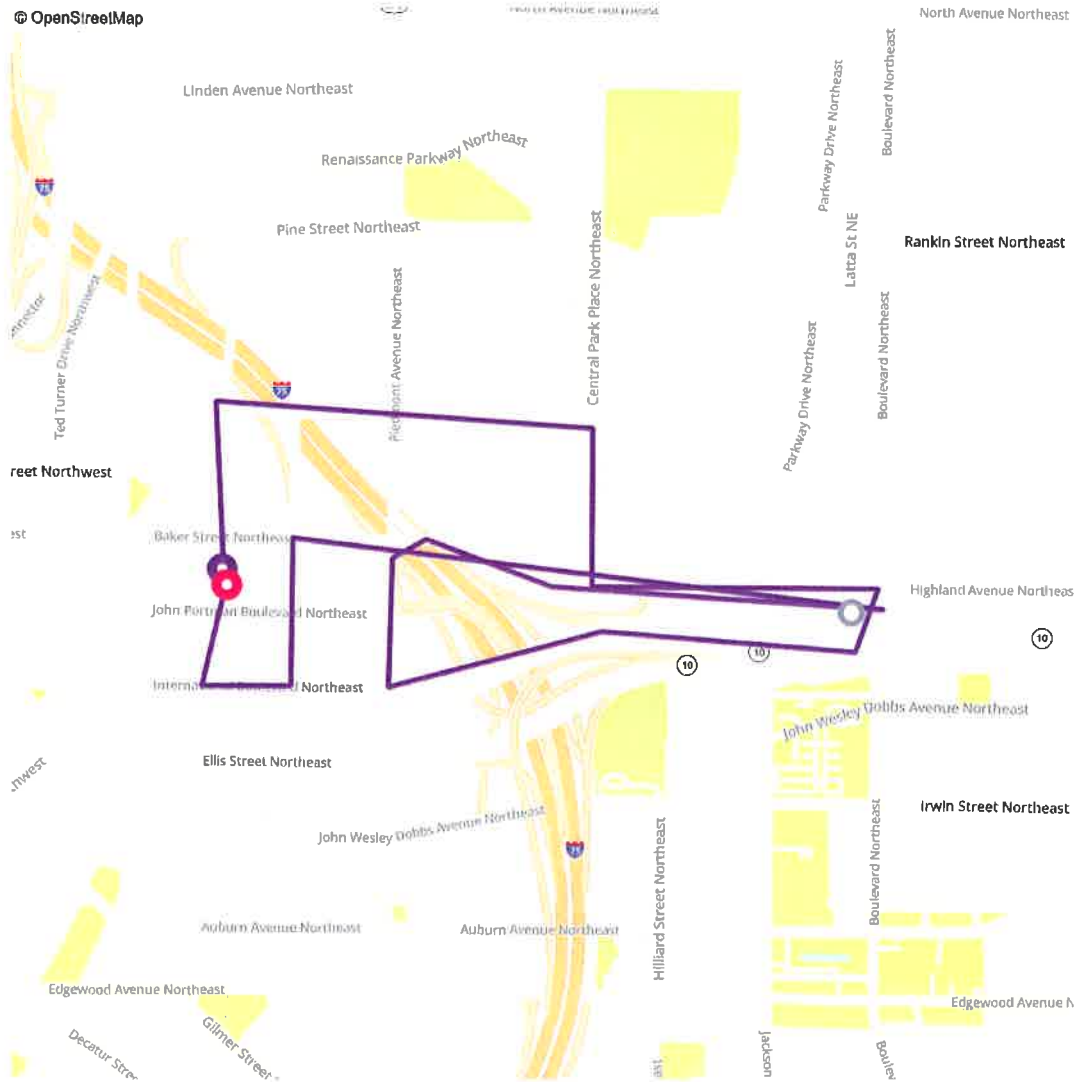
 Visa *5805

US\$17.86

We haven't charged you for this ride yet.

The charge for this ride will be combined with any other rides you take on September 17, 2021. You'll receive a receipt combining all of your day's charges, whenever you take more than one ride in a single day.

*To get drive-thru covid test
Test was free.*



- **Pickup 1:05 p.m.**
255 Peachtree Center Ave NE, Atlanta, GA
- **Stop 1:15 p.m.**
433 Highland Ave NE, Atlanta, GA
- **Drop-off 1:34 p.m.**
255 Peachtree Center Ave NE, Atlanta, GA





SEPTEMBER 19, 2021 AT 3:13 P.M.

Thanks for riding with Troy!



Lyft fare (11.43mi, 18 min. 49 sec.)

US\$17.90

Tip

US\$2.00

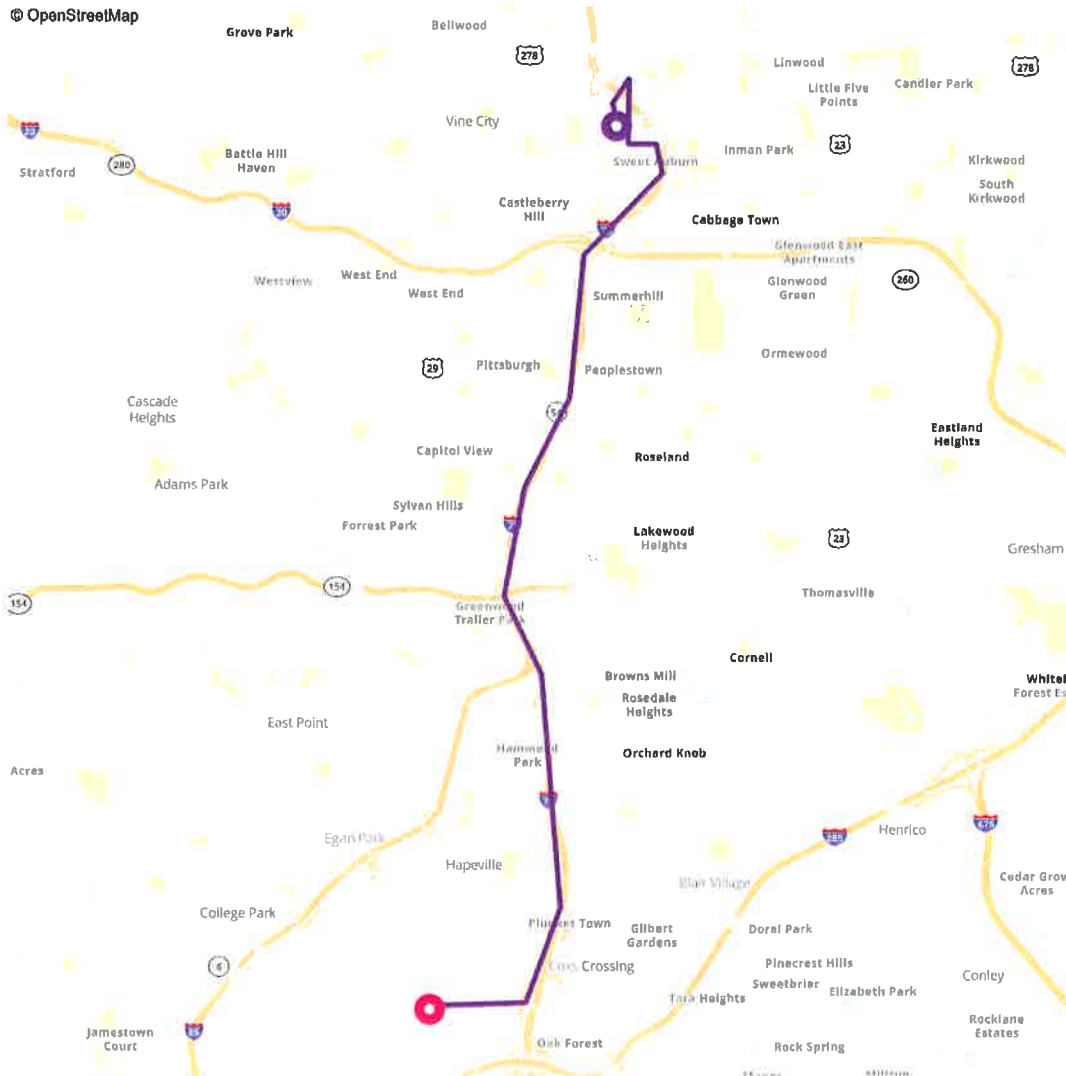
 Visa *5805

US\$19.90

We haven't charged you for this ride yet.

The charge for this ride will be combined with any other rides you take on September 19, 2021. You'll receive a receipt combining all of your day's charges, whenever you take more than one ride in a single day.

Hotel to Airport



- **Pickup 3:13 p.m.**
245 Peachtree Center Ave NE, Atlanta, GA
- **Drop-off 3:32 p.m.**
Clayton County, GA, US





SEPTEMBER 13, 2021 AT 3:18 P.M.

Thanks for riding with Erica!



Lyft fare (8.86mi, 14 min. 7 sec.)

US\$17.68

Tip

US\$1.00

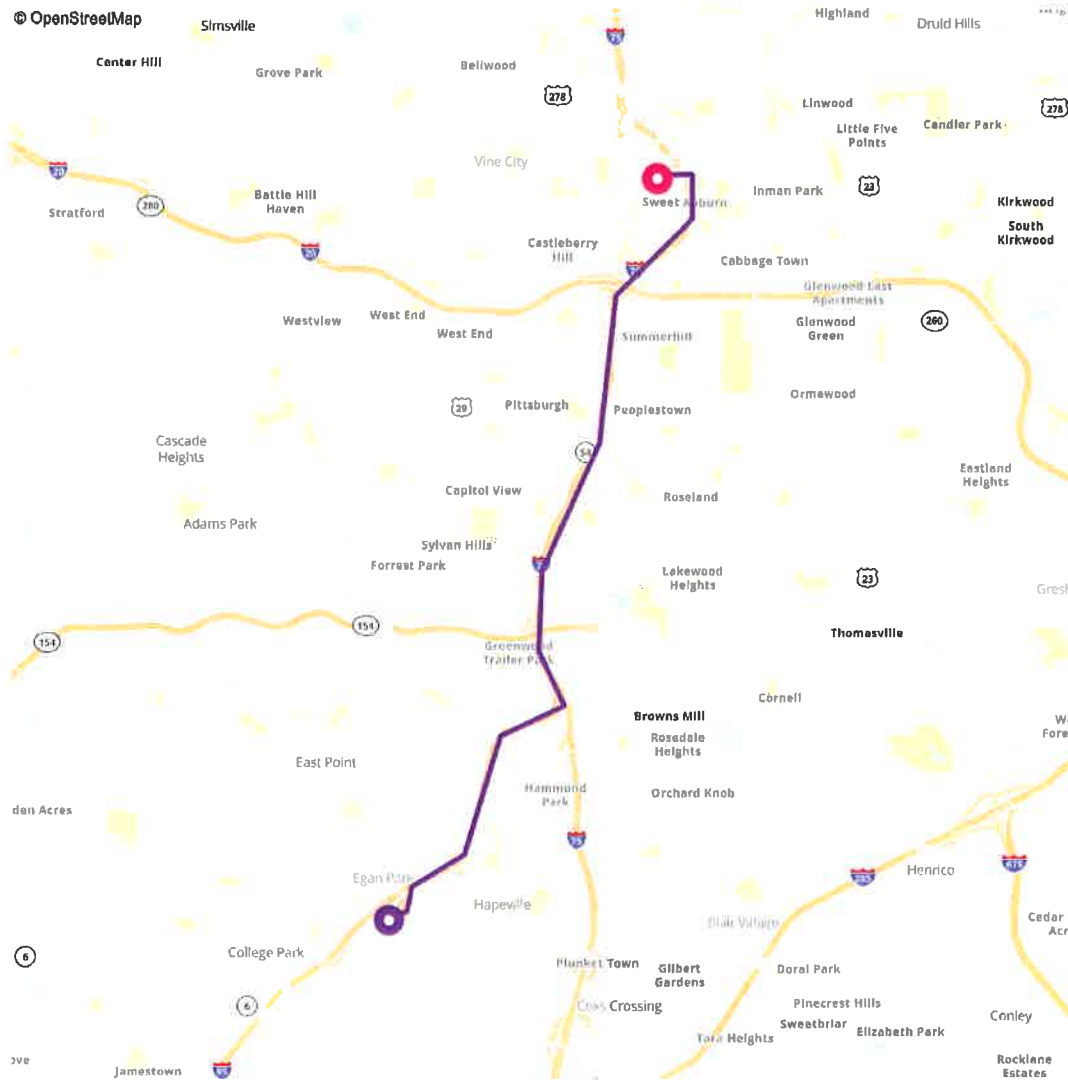
 Visa *5805

US\$18.68

We haven't charged you for this ride yet.

The charge for this ride will be combined with any other rides you take on September 13, 2021. You'll receive a receipt combining all of your day's charges, whenever you take more than one ride in a single day.

Airport to Hotel.



- **Pickup 3:18 p.m.**
1200 Virginia Ave, Hapeville, GA
- **Drop-off 3:32 p.m.**
202 Courtland St NE, Atlanta, GA

