Trustee Professional Development & Travel Expenses
Trustee - Allison Purcell
Period- December 1, 2021 - February 28, 2022

Event or Expenditure item	Dates	Hotel	Flight	Mileage	Other	Per Diem	Total
ASBA Board Chairs Curriculum Meeting	December 1 -2, 2021					$ 300.00	**$ 300.00**
ASBA Curriculum Meeting with Minister	13-Dec-21					$ 100.00	**$ 100.00**
ASBA meeting with Minister	31-Dec-21					$ 100.00	**$ 100.00**
ASBA Meeting with Minister	January 5-6, 2022					$ 200.00	**$ 200.00**
ATA Summit for Trustees	13-Jan-22					$ 100.00	**$ 100.00**
ASBA Board Chairs Curriculum Meeting	17-Jan-22					$ 100.00	**$ 100.00**
ASBA Zone 6 Meeting	19-Jan-22					$ 100.00	**$ 100.00**
ASBA Trustee Orientation	31-Jan-22					$ 100.00	**$ 100.00**
ASBA Board Chair Orientation Meeting	11-Feb-22					$ 100.00	**$ 100.00**
ASBA Strategic Planning	17-Feb-22					$ 100.00	**$ 100.00**
Community Conversations	10-Feb-22				$ 100.00	$ -	**$ 100.00**
							$ -
Total		**$ -**	**$ -**	**$ -**	**$ 100.00**	**$ 1,300.00**	**$ 1,400.00**

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: 0000204726 - Created: 15-Apr-2022 10:53.43 AM - By: Allison Purcell - Processed: 15-Apr-2022 10:53.43 AM - By: Allison Purcell

NAME: **Purcell, Allison (20416)**

DATES: From: **10-Feb-2022** To: **10-Feb-2022**

FUNCTION or MEETING: **Community Conversations - February 2022** Check if Travel is in the USA: ☐

LOCATION: **The Collective - Lethbridge**

EXPENSES:

				Enter GST on Invoice		Section Total	
1. MEALS:							
Breakfast	@ $	**10.00**	$ **0.00**				
Lunch	@ $	**15.00**	$ **0.00**				
Dinner	@ $	**20.00**	$ **0.00**				
Gratuity automatically calculated	@	**.15** %	$ **0.00**		$	**0.00**	(1)
2. HOTELS:							
Hotel: Enter total invoice amount - attach vouchers:			$	$			
Private Accommodation:	@ $	**20.00**	$ **0.00**		$	**0.00**	(2)
3. TRANSPORTATION COSTS:							
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)
4. REGISTRATION FEES:							
Attach approved receipt or voucher			$ **100**	$	$	**100.00**	(4)
5. TECHNOLOGY COSTS:							
			$	$	$	**0.00**	(5)

For Office Use Only:

GST (Auto Calculated Within):	**0.00**	**TOTAL EXPENSES CLAIMED:**	(1+2+3+4+5)	$	**100.00**
GST on Invoices:	**0.00**	Less: ADVANCE		$	
Total GST:	**0.00**	**NET TOTAL TO BE PAID:**		$	**100.00**

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

APPROVAL SECTION

Task ID: 0000204726 - Created: 15-Apr-2022 10:53.43 AM - By: Allison Purcell - Processed: 17-Apr-2022 10:18.07 AM - By: Christine Lee

Action Taken: No Objection

ACCOUNTS PAYABLE CLERK SECTION

Task ID: 0000204726 - Created: 17-Apr-2022 10:18.07 AM - By: Christine Lee

Travel & Expense Calculator

Section	Amount Claimed Less GST	GST	Total
Meals:	0.00	0.00	0.00
Hotels:	0.00	0.00	0.00
Transportation Costs:	0.00	0.00	0.00
Registration Fees:	100.00	0.00	100.00
Technology Costs:	0.00	0.00	0.00
Expenses Claimed:	100.00	0.00	100.00
		Less: ADVANCE	0.00
U.S. Dollars:	Exchange Rate:	Exchange:	0.00
		NET TOTAL TO BE PAID:	100.00

Vendor Number: EM20416 **Purcell, Allison**

GL Account Number		**Taxes Included**	**Amount**	**Tax Code**	**Tax Amount**
159104000100032	**-BANQ&LUNCH-BRDSYS-GEN-BOARD**	✓	100.00		0.00

Add GL

Total Without Taxes:	**100.00**
Tax Total:	**0.00**
Total With Taxes:	**100.00**

Authorizer Comment

.

Invoice Has Not Been Created

The Collective Community and Coffee

1315 3rd Ave S
LETHBRIDGE, AB T1J 0K4

February 10, 2022
8:09 p.m.
Chelsea

Receipt: VIb2
Authorization: 07578I

Visa CREDIT
AID A0 00 00 00 03 10 10
Verified on Device

Custom Amount	$100.00

Total	**$100.00**
Visa 1739 (Contactless)	$100.00

APPROVED

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: 0000198420 - Created: 30-Jan-2022 04:21.38 PM - By: Allison Purcell - Processed: 30-Jan-2022 04:21.38 PM - By: Allison Purcell

NAME: **Purcell, Allison (20416)**

DATES: From: **01-Dec-2021** To: **01-Dec-2021**

FUNCTION or MEETING: **ASBA Board Chairs Curriculum Meeting**

Check if Travel is in the USA: ☐

LOCATION:

EXPENSES:

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

HONORARIA:	Half Day(s)	Full Day(s)
PER DIEM ALLOWANCE:	Half Day(s)	**01** Full Day(s)

APPROVAL SECTION

Task ID: 0000198420 - Created: 30-Jan-2022 04:21.38 PM - By: Allison Purcell - Processed: 31-Jan-2022 07:11.41 AM - By: Christine Lee

Action Taken: No Objection

TRUSTEE EXPENSE WARRANT-PAYROLL SECTION

Task ID: 0000198420 - Created: 31-Jan-2022 07:11.42 AM - By: Christine Lee

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.

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: 0000198541 - Created: 31-Jan-2022 02:45.41 PM - By: Allison Purcell - Processed: 31-Jan-2022 02:45.41 PM - By: Allison Purcell

NAME: **Purcell, Allison (20416)**

DATES: From: **02-Dec-2021** To: **02-Dec-2021**

FUNCTION or MEETING: **ASBA Zone Chair/Vice Chair meeting**

Check if Travel is in the USA: ☐

LOCATION:

EXPENSES:

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

HONORARIA:	Half Day(s)	Full Day(s)
PER DIEM ALLOWANCE:	**01** Half Day(s)	Full Day(s)

APPROVAL SECTION

Task ID: 0000198541 - Created: 31-Jan-2022 02:45.41 PM - By: Allison Purcell - Processed: 31-Jan-2022 04:10.56 PM - By: Christine Lee

Action Taken: No Objection

TRUSTEE EXPENSE WARRANT-PAYROLL SECTION

Task ID: 0000198541 - Created: 31-Jan-2022 04:10.56 PM - By: Christine Lee

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.

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: 0000198542 - Created: 31-Jan-2022 02:46.59 PM - By: Allison Purcell - Processed: 31-Jan-2022 02:46.59 PM - By: Allison Purcell

NAME: **Purcell, Allison (20416)**

DATES: From: **13-Dec-2021** To: **13-Dec-2021**

FUNCTION or MEETING: **ASBA Curriculum Meeting with Minister**

Check if Travel is in the USA: ☐

LOCATION:

EXPENSES:

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

HONORARIA:	Half Day(s)	Full Day(s)
PER DIEM ALLOWANCE:	**01** Half Day(s)	Full Day(s)

APPROVAL SECTION

Task ID: 0000198542 - Created: 31-Jan-2022 02:46.59 PM - By: Allison Purcell - Processed: 31-Jan-2022 04:11.18 PM - By: Christine Lee

Action Taken: No Objection

TRUSTEE EXPENSE WARRANT-PAYROLL SECTION

Task ID: 0000198542 - Created: 31-Jan-2022 04:11.18 PM - By: Christine Lee

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.

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: 0000198544 - Created: 31-Jan-2022 02:48.29 PM - By: Allison Purcell - Processed: 31-Jan-2022 02:48.29 PM - By: Allison Purcell

NAME: **Purcell, Allison (20416)**

DATES: From: **31-Dec-2021** To: **31-Dec-2021**

FUNCTION or MEETING: **ASBA meeting with Minister**

Check if Travel is in the USA: ☐

LOCATION:

EXPENSES:

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

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

PER DIEM ALLOWANCE: **01** Half Day(s) Full Day(s)

APPROVAL SECTION

Task ID: 0000198544 - Created: 31-Jan-2022 02:48.30 PM - By: Allison Purcell - Processed: 31-Jan-2022 04:11.42 PM - By: Christine Lee

Action Taken: No Objection

TRUSTEE EXPENSE WARRANT-PAYROLL SECTION

Task ID: 0000198544 - Created: 31-Jan-2022 04:11.43 PM - By: Christine Lee

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.

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: 0000199902 - Created: 15-Feb-2022 08:09.31 PM - By: Allison Purcell - Processed: 15-Feb-2022 08:09.31 PM - By: Allison Purcell

NAME: **Purcell, Allison (20416)**

DATES: From: **11-Feb-2022** To: **11-Feb-2022**

FUNCTION or MEETING: **ASBA Board Chair Orientation Meeting**

Check if Travel is in the USA: ☐

LOCATION:

EXPENSES:

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

HONORARIA:	Half Day(s)	Full Day(s)
PER DIEM ALLOWANCE:	**01** Half Day(s)	Full Day(s)

APPROVAL SECTION

Task ID: 0000199902 - Created: 15-Feb-2022 08:09.31 PM - By: Allison Purcell - Processed: 16-Feb-2022 04:42.32 AM - By: Christine Lee

Action Taken: No Objection

TRUSTEE EXPENSE WARRANT-PAYROLL SECTION

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: 0000200227 - Created: 22-Feb-2022 04:46.28 PM - By: Allison Purcell - Processed: 22-Feb-2022 04:46.28 PM - By: Allison Purcell

NAME: **Purcell, Allison (20416)**

DATES: From: **17-Feb-2022** To: **17-Feb-2022**

FUNCTION or MEETING: **ASBA Strategic Planning**

Check if Travel is in the USA: ☐

LOCATION:

EXPENSES:

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

HONORARIA:	Half Day(s)	Full Day(s)
PER DIEM ALLOWANCE:	**01** Half Day(s)	Full Day(s)

APPROVAL SECTION

Task ID: 0000200227 - Created: 22-Feb-2022 04:46.28 PM - By: Allison Purcell - Processed: 22-Feb-2022 04:57.22 PM - By: Christine Lee

Action Taken: No Objection

TRUSTEE EXPENSE WARRANT-PAYROLL SECTION

Task ID: 0000200227 - Created: 22-Feb-2022 04:57.22 PM - By: Christine Lee

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.

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: 0000199896 - Created: 15-Feb-2022 08:00.37 PM - By: Allison Purcell - Processed: 15-Feb-2022 08:00.37 PM - By: Allison Purcell

NAME: **Purcell, Allison (20416)**

DATES: From: **05-Jan-2022** To: **05-Jan-2022**

FUNCTION or MEETING: **ASBA Meeting with Minister**

Check if Travel is in the USA: ☐

LOCATION:

EXPENSES:

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

HONORARIA:	Half Day(s)	Full Day(s)
PER DIEM ALLOWANCE:	**01** Half Day(s)	Full Day(s)

APPROVAL SECTION

Task ID: 0000199896 - Created: 15-Feb-2022 08:00.38 PM - By: Allison Purcell - Processed: 16-Feb-2022 04:43.39 AM - By: Christine Lee

Action Taken: No Objection

TRUSTEE EXPENSE WARRANT-PAYROLL SECTION

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: 0000199897 - Created: 15-Feb-2022 08:01.57 PM - By: Allison Purcell - Processed: 15-Feb-2022 08:01.57 PM - By: Allison Purcell

NAME: **Purcell, Allison (20416)**

DATES: From: **06-Jan-2022** To: **06-Jan-2022**

FUNCTION or MEETING: **ASBA Meeting with Minister**

Check if Travel is in the USA: ☐

LOCATION:

EXPENSES:

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

HONORARIA:	Half Day(s)	Full Day(s)
PER DIEM ALLOWANCE:	**01** Half Day(s)	Full Day(s)

APPROVAL SECTION

Task ID: 0000199897 - Created: 15-Feb-2022 08:01.57 PM - By: Allison Purcell - Processed: 16-Feb-2022 04:53.26 AM - By: Christine Lee

Action Taken: No Objection

TRUSTEE EXPENSE WARRANT-PAYROLL SECTION

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: 0000199898 - Created: 15-Feb-2022 08:03.11 PM - By: Allison Purcell - Processed: 15-Feb-2022 08:03.11 PM - By: Allison Purcell

NAME: **Purcell, Allison (20416)**

DATES: From: **13-Jan-2022** To: **13-Jan-2022**

FUNCTION or MEETING: **ATA Summit for Trustees**

Check if Travel is in the USA: ☐

LOCATION:

EXPENSES:

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

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

PER DIEM ALLOWANCE: **01** Half Day(s) Full Day(s)

APPROVAL SECTION

Task ID: 0000199898 - Created: 15-Feb-2022 08:03.11 PM - By: Allison Purcell - Processed: 16-Feb-2022 04:54.44 AM - By: Christine Lee

Action Taken: No Objection

TRUSTEE EXPENSE WARRANT-PAYROLL SECTION

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: 0000199899 - Created: 15-Feb-2022 08:04.33 PM - By: Allison Purcell - Processed: 15-Feb-2022 08:04.33 PM - By: Allison Purcell

NAME: **Purcell, Allison (20416)**

DATES: From: **17-Jan-2022** To: **17-Jan-2022**

FUNCTION or MEETING: **ASBA Board Chairs Curriculum Meeting**

Check if Travel is in the USA: ☐

LOCATION:

EXPENSES:

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

HONORARIA:	Half Day(s)	Full Day(s)
PER DIEM ALLOWANCE:	**01** Half Day(s)	Full Day(s)

APPROVAL SECTION

Task ID: 0000199899 - Created: 15-Feb-2022 08:04.33 PM - By: Allison Purcell - Processed: 16-Feb-2022 04:56.29 AM - By: Christine Lee

Action Taken: No Objection

TRUSTEE EXPENSE WARRANT-PAYROLL SECTION

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: 0000199900 - Created: 15-Feb-2022 08:05.34 PM - By: Allison Purcell - Processed: 15-Feb-2022 08:05.34 PM - By: Allison Purcell

NAME: **Purcell, Allison (20416)**

DATES: From: **19-Jan-2022** To: **19-Jan-2022**

FUNCTION or MEETING: **ASBA Zone 6 Meeting**

Check if Travel is in the USA: ☐

LOCATION:

EXPENSES:

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

HONORARIA:	Half Day(s)	Full Day(s)
PER DIEM ALLOWANCE:	**01** Half Day(s)	Full Day(s)

APPROVAL SECTION

Task ID: 0000199900 - Created: 15-Feb-2022 08:05.34 PM - By: Allison Purcell - Processed: 16-Feb-2022 04:56.55 AM - By: Christine Lee

Action Taken: No Objection

TRUSTEE EXPENSE WARRANT-PAYROLL SECTION

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: 0000199901 - Created: 15-Feb-2022 08:06.48 PM - By: Allison Purcell - Processed: 15-Feb-2022 08:06.48 PM - By: Allison Purcell

NAME: **Purcell, Allison (20416)**

DATES: From: **31-Jan-2022** To: **31-Jan-2022**

FUNCTION or MEETING: **ASBA Trustee Orientation**

Check if Travel is in the USA: ☐

LOCATION:

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)
2. HOTELS:							
Hotel: Enter total invoice amount - attach vouchers:			$	$			
Private Accommodation:	@ $	**20.00**	$ **0.00**		$	**0.00**	(2)
3. TRANSPORTATION COSTS:							
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)
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):	**0.00**	**TOTAL EXPENSES CLAIMED:**	(1+2+3+4+5)	$	**0.00**
GST on Invoices:	**0.00**	Less: ADVANCE		$	
Total GST:	**0.00**	**NET TOTAL TO BE PAID:**		$	**0.00**

HONORARIA:	Half Day(s)	Full Day(s)
PER DIEM ALLOWANCE:	**01** Half Day(s)	Full Day(s)

APPROVAL SECTION

Task ID: 0000199901 - Created: 15-Feb-2022 08:06.48 PM - By: Allison Purcell - Processed: 16-Feb-2022 04:45.48 AM - By: Christine Lee

Action Taken: No Objection

TRUSTEE EXPENSE WARRANT-PAYROLL SECTION