Trustee Professional Development & Travel Expenses
Trustee - Craig Whitehead
Period- December 1, 2021 - February 28, 2022

Event or Expenditure item	Dates	Hotel	Flight	Mileage	Other	Per Diem	Total
computer case - travel item	28-Dec-21				$ 83.99		**$ 83.99**
ATA trustee information meeting--zoom	13-Jan-22					$ 200.00	**$ 200.00**
printer cartridges - home office	17-Jan-22				$ 92.38		**$ 92.38**
ASBA orientation session 2-zoom	01-Feb-22					$ 100.00	**$ 100.00**
							$ -
Total		**$ -**	**$ -**	**$ -**	**$ 176.37**	**$ 300.00**	**$ 476.37**

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: 0000200208 - Created: 22-Feb-2022 12:18.32 PM - By: Craig Whitehead - Processed: 22-Feb-2022 12:18.32 PM - By: Craig Whitehead

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

DATES: From: **28-Dec-2021** To: **28-Dec-2021**

FUNCTION or MEETING: **computer case** 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:							
	Office_Costs			$ **83.99**	$	$ **83.99**	(5)

For Office Use Only:

GST (Auto Calculated Within):	**0.00**	**TOTAL EXPENSES CLAIMED:**	(1+2+3+4+5)	$ **83.99**
GST on Invoices:	**0.00**	Less: ADVANCE		$
Total GST:	**0.00**	**NET TOTAL TO BE PAID:**		$ **83.99**

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

APPROVAL SECTION

Task ID: 0000200208 - Created: 22-Feb-2022 12:18.32 PM - By: Craig Whitehead - Processed: 22-Feb-2022 12:26.59 PM - By: Christine Lee

Action Taken: No Objection

ACCOUNTS PAYABLE CLERK SECTION

Task ID: 0000200208 - Created: 22-Feb-2022 12:26.59 PM - 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:	0.00	0.00	0.00
Technology Costs:	83.99	0.00	83.99
Expenses Claimed:	83.99	0.00	83.99
		Less: ADVANCE	0.00
U.S. Dollars:	Exchange Rate:	Exchange:	0.00
		NET TOTAL TO BE PAID:	83.99

Vendor Number: EM20417 **Whitehead, Craig**

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
160304000100032 **-S&M-BRDSYS-GEN-BOARD**	✓	83.99	GST	4.00

Add GL

Total Without Taxes:	**79.99**
Tax Total:	**4.00**
Total With Taxes:	**83.99**

Authorizer Comment

Invoice Has Not Been Created

****
*   Customer Copy   *
****

The Travelman
2918-12 Avenue North
Lethbridge, Alberta T1H 5J9
Ph: 403-382-3510
Website:www.just1morebag.com

SALE

Dec 28/2021 13:06:17 #126419 1
Clerk: Marian Cashier : Danielle

Item #	Price	Qty	Amount	
8105	79.99	1	79.99	T1

E/BUSINESS: MOBILE OFFICE/BLK

Item Count : 1

SubTotal:	79.99
GST:	4.00
Total due:	83.99
Tendered : Visa :	83.99

ALL SWIMWEAR SALES ARE FINAL.Exchanges or Refunds allowed on other Unused, Regular priced item with tags still attached within 14 days of purchase accompanied with original receipt.Final Sale on any item sold at 50% off or more

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: 0000200209 - Created: 22-Feb-2022 12:24.01 PM - By: Craig Whitehead - Processed: 22-Feb-2022 12:24.01 PM - By: Craig Whitehead

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

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

FUNCTION or MEETING: **printer cartridges** 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:								
	Printer_Cartridges			$ **92.38**	$	$	**92.38**	(5)

For Office Use Only:

GST (Auto Calculated Within):	**0.00**	**TOTAL EXPENSES CLAIMED:**	(1+2+3+4+5)	$	**92.38**
GST on Invoices:	**0.00**	Less: ADVANCE		$	
Total GST:	**0.00**	**NET TOTAL TO BE PAID:**		$	**92.38**

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

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

APPROVAL SECTION

Task ID: 0000200209 - Created: 22-Feb-2022 12:24.01 PM - By: Craig Whitehead - Processed: 22-Feb-2022 12:29.00 PM - By: Christine Lee

Action Taken: No Objection

ACCOUNTS PAYABLE CLERK SECTION

Task ID: 0000200209 - Created: 22-Feb-2022 12:29.00 PM - 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:	0.00	0.00	0.00
Technology Costs:	92.38	0.00	92.38
Expenses Claimed:	92.38	0.00	92.38
		Less: ADVANCE	0.00
U.S. Dollars:	Exchange Rate:	Exchange:	0.00
		NET TOTAL TO BE PAID:	92.38

Vendor Number: EM20417 **Whitehead, Craig**

GL Account Number	**Taxes Included**	**Amount**	**Tax Code**	**Tax Amount**
160304000100032 **-S&M-BRDSYS-GEN-BOARD**	✓	92.38	GST	4.40

Add GL

Total Without Taxes:	**87.98**
Tax Total:	**4.40**
Total With Taxes:	**92.38**

Authorizer Comment

Invoice Has Not Been Created

STAPLES Canada
Store # 118
Lethbridge, AB T1J4J9
(403) 317-4530

Sale 00092 3 005 50962
0118 01/17/22 03:01

AIR MILES Collector Number: *******6194

1976130

1	CANON CLI-281 CMYK V	
	660685182479	64.99G
1	CANON PGI-280 PIGMEN	
	013803287790	22.99G
Subtotal		87.98
	GST 5.00%	4.40
Total		$92.38
Visa		92.38

TRANSACTION RECORD

************6298		$92.38
Visa	H	Purchase
Authorization Number		03691I
0010011980	50962	66278622
01/17/22	15:01:22	
01/027 APPROVED - THANK YOU		
Visa Credit		A0000000031010

Thank you for shopping at STAPLES!

****

Share your feedback for a chance to
win a $1,000 Staples Gift Card!

Text STAPLES118 to 20200
OR
Visit staples.ca/survey/118

Std msg & data rates may apply.

For contest rules or contact info
go to help.staples.ca.

****

GST No. 126152586
*** CARDHOLDER COPY ***

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: 0000200205 - Created: 22-Feb-2022 12:09.26 PM - By: Craig Whitehead - Processed: 22-Feb-2022 12:09.26 PM - By: Craig Whitehead

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

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

FUNCTION or MEETING: **ATA trustee information meeting--zoom**

Check if Travel is in the USA: ☐

LOCATION: **board room**

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: 0000200205 - Created: 22-Feb-2022 12:09.26 PM - By: Craig Whitehead - Processed: 22-Feb-2022 12:25.33 PM - By: Christine Lee

Action Taken: No Objection

TRUSTEE EXPENSE WARRANT-PAYROLL SECTION

Task ID: 0000200205 - Created: 22-Feb-2022 12:25.34 PM - By: Christine Lee - Processed: 22-Feb-2022 12:47.41 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.

TRUSTEE EXPENSE WARRANT-PAYROLL SECTION

Task ID: 0000200205 - Created: 22-Feb-2022 12:25.34 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: 0000200206 - Created: 22-Feb-2022 12:11.53 PM - By: Craig Whitehead - Processed: 22-Feb-2022 12:11.53 PM - By: Craig Whitehead

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

DATES: From: **01-Feb-2022** To: **01-Feb-2022**

FUNCTION or MEETING: **ASBA orientation session 2-zoom**

Check if Travel is in the USA: ☐

LOCATION: **Home**

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: 0000200206 - Created: 22-Feb-2022 12:11.53 PM - By: Craig Whitehead - Processed: 22-Feb-2022 12:28.23 PM - By: Christine Lee

Action Taken: No Objection

TRUSTEE EXPENSE WARRANT-PAYROLL SECTION

Task ID: 0000200206 - Created: 22-Feb-2022 12:28.23 PM - By: Christine Lee - Processed: 22-Feb-2022 12:48.06 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.

TRUSTEE EXPENSE WARRANT-PAYROLL SECTION

Task ID: 0000200206 - Created: 22-Feb-2022 12:28.23 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.