Trustee Professional Development & Travel Expenses
Trustee - Craig Whitehead
Period- March 1, 2022 - May 31, 2022

Event or Expenditure item	Dates	Hotel	Flight	Mileage	Other	Per Diem	Total
Team Lethbridge	11-Apr-22					$ 100.00	**$ 100.00**
ASBA meeting	18-May-22			$ 54.54		$ 200.00	**$ 254.54**
Board retreat	03-Mar-22					$ 400.00	**$ 400.00**
office supplies	06-Apr-22				$ 145.38		**$ 145.38**
Total		**$ -**	**$ -**	**$ 54.54**	**$ 145.38**	**$ 700.00**	**$ 899.92**

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: 0000208015 - Created: 23-May-2022 09:06.50 PM - By: Craig Whitehead - Processed: 23-May-2022 09:06.50 PM - By: Craig Whitehead

NAME:		**Whitehead, Craig (20417)**			
DATES:	From:	**06-Apr-2022**	To:	**23-May-2022**	
FUNCTION or MEETING:		**Office supplies**			Check if Travel is in the USA: ☐
LOCATION:		**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			$	$	$ **0.00**	(4)
5. TECHNOLOGY COSTS:						
Office_Costs			$ **145.38**	$ **6.93**	$ **145.38**	(5)

For Office Use Only:

GST (Auto Calculated Within):	**0.00**	**TOTAL EXPENSES CLAIMED:**	(1+2+3+4+5)	$ **145.38**
GST on Invoices:	**6.93**	Less: ADVANCE		$
Total GST:	**6.93**	**NET TOTAL TO BE PAID:**		$ **145.38**

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

APPROVAL SECTION

Task ID: 0000208015 - Created: 23-May-2022 09:06.50 PM - By: Craig Whitehead - Processed: 24-May-2022 11:43.33 AM - By: Christine Lee

Action Taken: No Objection

ACCOUNTS PAYABLE CLERK SECTION

Task ID: 0000208015 - Created: 24-May-2022 11:43.33 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:	0.00	0.00	0.00
Technology Costs:	138.45	6.93	145.38
Expenses Claimed:	138.45	6.93	145.38
		Less: ADVANCE	0.00
U.S. Dollars:	Exchange Rate:	Exchange:	0.00
		NET TOTAL TO BE PAID:	145.38

Vendor Number: EM20417 **Whitehead, Craig**

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
160304000100032 **-S&M-BRDSYS-GEN-BOARD**	✓	145.38	GST	6.93

Add GL

Total Without Taxes:	**138.45**
Tax Total:	**6.93**
Total With Taxes:	**145.38**

Authorizer Comment

Invoice Has Not Been Created

STAPLES Canada
Store # 118
Lethbridge, AB T1J4J9
(403) 317-4530
Sale
00091 2 006 65521
0118 04/07/22 01:35
AIR MILES Collector Number: *******6194
2028899
1 STAPLES PAPER REAM
718103102940 6.993
1 STAPLES PAPER REAM
718103102940 6.993
Subtotal 13.93
GST 5.00% 0.70
Total $14.63
MasterCard 14.63
TRANSACTION RECORD
************6696 $14.63
Mastercard H Purchase
Authorization Number 09058J
0010016050 65521 66278623
04/07/22 13:36:34
01/027 APPROVED - THANK YOU
MASTERCARD
0000008000 A0000000041010
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.
****

****
Any opened headphones, earphones, and
earbuds cannot be returned at any time.
****

GST No. 126152586
*** CARDHOLDER COPY ***
****
Join a live Spotlight virtual
event / workshop today!
staples.ca/spotlight
-virtualevents/InStoreR
****
Learn more about Staples Studio Coworking
studio.staples.ca
****

0118040722655 2106

LONDON DRUGS

LD Lethbridge 403 320 8899
LOOKING FOR WORK? www.londondrugs.com

CANON PGI-280		23.99 G
CANON CLI-281		17.99 G
CANON CLI-281		17.99 G
CANON CLI-281		17.99 G
CANON CLI-281		17.99 G
**** TAX	4.80 BAL	100.75
VF Visa		100.75

XXXXXXXXXXXX6293
AUTH: 06342I
CHANGE .00
(P)ST .00
(G)ST 4.80
4/06/22 19:26 0038 15 0280 071275
** Thank You **
LONDON DRUGS LTD. G.S.T. #R103378972

040622 1926 0038 0015 0280

Offers and rewards await!
Download the London Drugs app and
join LDExtras at LDExtras.com

CREDIT CARD TRANSACTION RECORD

LONDON DRUGS 38
65 - 1240 2a AVE N.
LETHBRIDGE, AB
T1H 0E4

CASH REG.:015 EMPLOYEE: 71275 1

NO.: XXXXXXXXXXXX6298

AMOUNT $100.75

VISA PURCHASE

04/06/22 19:25:44 AUTH: 06342I
REFERENCE: 66272571 0010019510 H

APL: Visa Credit
APN:
AID: A0000000031010
TVR: 0000000000

01 APPROVED - THANK YOU 027

NO SIGNATURE TRANSACTION

IMPORTANT:
Retain this copy for your records.

0038 015 71275 0280

*** CARDHOLDER COPY ***

STAPLES Canada
Store # 118
Lethbridge, AB T1J4J9
(403) 317-4530
Sale
00092 3 005 65837
0118 05/23/22 02:51
AIR MILES Collector Number: *******6194
1982087
1 OB 8 BT DIVIDER
718103060011 4.99G
1 OB 1.5 BLUE BETTER
718103396080 11.29G
1 2 BETTER BIND PURP
718103333627 12.29G
Subtotal 28.57
GST 5.00% 1.43
Total $30.00
Visa 30.00
TRANSACTION RECORD
************6298 $30.00
Visa H Purchase
Authorization Number 03471I
0010013200 65837 66278622
05/23/22 14:51:15
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.
****

****
Any opened headphones, earphones, and
earbuds cannot be returned at any time.
****

GST No. 126152586
*** CARDHOLDER COPY ***
****
Join a live Spotlight virtual
event / workshop today!
staples.ca/spotlight
-virtualevents/InStoreR
****
Learn more about Staples Studio Coworking
studio.staples.ca
****

01180523226583705

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: 0000208012 - Created: 23-May-2022 08:58.16 PM - By: Craig Whitehead - Processed: 23-May-2022 08:58.16 PM - By: Craig Whitehead

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

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

FUNCTION or MEETING: **Team Lethbridge**

Check if Travel is in the USA: ☐

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

APPROVAL SECTION

Task ID: 0000208012 - Created: 23-May-2022 08:58.16 PM - By: Craig Whitehead - Processed: 24-May-2022 07:30.31 AM - By: Christine Lee

Action Taken: No Objection

TRUSTEE EXPENSE WARRANT-PAYROLL SECTION

Task ID: 0000208012 - Created: 24-May-2022 07:30.31 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: 0000211927 - Created: 30-Jun-2022 04:32.12 PM - By: Craig Whitehead - Processed: 30-Jun-2022 04:32.12 PM - By: Craig Whitehead

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

DATES: From: **03-Mar-2022** To: **04-Mar-2022**

FUNCTION or MEETING: **Board Retreat**

Check if Travel is in the USA: ☐

LOCATION: **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			$	$	$ **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) **02** Full Day(s)

APPROVAL SECTION

Task ID: 0000211927 - Created: 30-Jun-2022 04:32.12 PM - By: Craig Whitehead - Processed: 30-Jun-2022 06:56.21 PM - By: Christine Lee

Action Taken: No Objection

TRUSTEE EXPENSE WARRANT-PAYROLL SECTION

Task ID: 0000211927 - Created: 30-Jun-2022 06:56.22 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: 0000208013 - Created: 23-May-2022 09:00.36 PM - By: Craig Whitehead - Processed: 23-May-2022 09:00.36 PM - By: Craig Whitehead

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

DATES: From: **18-May-2022** To: **18-May-2022**

FUNCTION or MEETING: **ASBA meeting/Edwin Parr awards** Check if Travel is in the USA: ☐

LOCATION: **Taber, Alberta**

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	**Taber**							
	108 KMS	@ $	**.505**	$ **54.54**		$	**54.54**	(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):	**2.60**	**TOTAL EXPENSES CLAIMED:**	(1+2+3+4+5)	$	**54.54**
GST on Invoices:	**0.00**	Less: ADVANCE		$	
Total GST:	**2.60**	**NET TOTAL TO BE PAID:**		$	**54.54**

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

APPROVAL SECTION

Task ID: 0000208013 - Created: 23-May-2022 09:00.36 PM - By: Craig Whitehead - Processed: 24-May-2022 07:30.58 AM - By: Christine Lee

Action Taken: No Objection

ACCOUNTS PAYABLE CLERK SECTION

Task ID: 0000208013 - Created: 24-May-2022 07:30.58 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:	51.94	2.60	54.54
Registration Fees:	0.00	0.00	0.00
Technology Costs:	0.00	0.00	0.00
Expenses Claimed:	51.94	2.60	54.54
		Less: ADVANCE	0.00
U.S. Dollars:	Exchange Rate:	Exchange:	0.00
		NET TOTAL TO BE PAID:	54.54

Vendor Number: EM20417 **Whitehead, Craig**

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
170104000100032 **-TRUSTEETRAV-BRDSYS-GEN-BOARD**	✓	54.54	GST	2.60

Add GL

Total Without Taxes:	**51.94**
Tax Total:	**2.60**
Total With Taxes:	**54.54**

Authorizer Comment

Invoice Has Not Been Created