

Trustee Professional Development & Travel Expenses
Trustee - Allison Purcell
Period- June 1, 2022 - August 31, 2022

Event or Expenditure item	Dates	Hotel	Flight	Mileage	Other	Per Diem	Total
ASBA/PSBAA SGMs	2-Jun-22 to 7-Jun-22	\$ 883.90			\$ 97.75	\$ 900.00	\$ 1,881.65
CSBA Congress registration	30-Jun-22				\$ 837.25		\$ 837.25
ASBA - Trustee Governance Program	31-Aug-22				\$ 3,150.00		\$ 3,150.00
							\$ -
Total		\$ 883.90	\$ -	\$ -	\$ 4,085.00	\$ 900.00	\$ 5,868.90



Suite 1200, 9925 - 109 Street Edmonton, AB T5K 2J8
 Phone: 780.482.7311 Fax: 780.482.5659
 www.asba.ab.ca email: finance@asba.ab.ca

Invoice

Date	Invoice #
7/8/2022	2021322

INVOICE TO

Allison Purcell
 c/o Lethbridge School Division
 433 - 15 Street South
 Lethbridge, AB T1J 2Z5

Terms - Net 30 days

Business No. 10669 4268 RT0001

Quantity	Item	Description	Net	Amount
	000-51000-70	Registration - ASBA School Board Trustee Governance Program Participants have several options for payment: 1. Pay the full amount by August 31, 2022. 2. Pay in two equal installments of \$1,500.00 plus GST (GST will be assessed on the first payment). These installments will be due by August 31, 2022 and March 31, 2023. 3. Pay in three equal installments of \$1,000.00 plus GST (GST will be assessed on the first payment). These installments will be due by August 31, 2022, December 31, 2022 and March 31, 2023. Please connect with Teresa Ergezinger (tergezinger@asba.ab.ca) or Antonia Stiuca (astiuca@asba.ab.ca) for confirmation of your preference. GST on sales	3,000.00	3,000.00
			5.00%	150.00
			Subtotal	CAD 3,000.00
			GST 5%	CAD 150.00
			Total	CAD 3,150.00

Electronic Funds Transfer (EFT) Option:
Bank of Nova Scotia
Beneficiary: Alberta School Boards Association
Transit #: 12989
Bank #: 002
Account #: 0386014
 Send payment notifications to finance@asba.ab.ca

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: 0000209810 - Created: 08-Jun-2022 07:52.27 PM - By: Allison Purcell - Processed: 08-Jun-2022 07:52.27 PM - By: Allison Purcell

NAME: Purcell, Allison (20416)
DATES: From: 02-Jun-2022 To: 07-Jun-2022
FUNCTION or MEETING: ASBA/PSBAA SGMs Check if Travel is in the USA:
LOCATION: Red Deer

EXPENSES:

1. MEALS:				Enter GST on Invoice	Section Total
Breakfast	01	@ \$ 10.00	\$ 10.00		
Lunch	01	@ \$ 15.00	\$ 15.00		
Dinner	03	@ \$ 20.00	\$ 60.00		
Gratuuity automatically calculated		@ .15 %	\$ 12.75	\$	97.75 (1)
2. HOTELS:					
Hotel: Enter total invoice amount - attach vouchers:			\$ 883.90	\$ 40.55	
Private Accommodation:		@ \$ 20.00	\$ 0.00	\$	883.90 (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):	4.05	TOTAL EXPENSES CLAIMED:	(1+2+3+4+5)	\$	981.65
GST on Invoices:	40.55	Less: ADVANCE		\$	
Total GST:	44.60	NET TOTAL TO BE PAID:		\$	981.65

HONORARIA: Half Day(s) Full Day(s)
PER DIEM ALLOWANCE: Half Day(s) 06 Full Day(s)

▼ APPROVAL SECTION

Task ID: 0000209810 - Created: 08-Jun-2022 07:52.27 PM - By: Allison Purcell - Processed: 09-Jun-2022 08:51.32 AM - By: Christine Lee

Action Taken: No Objection






ACCOUNTS PAYABLE CLERK SECTION

Task ID: 0000209810 - Created: 09-Jun-2022 08:51.33 AM - By: Christine Lee

Travel & Expense Calculator

Section	Amount Claimed Less GST	GST	Total
Meals:	93.70	4.05	97.75
Hotels:	843.35	40.55	883.90
Transportation Costs:	0.00	0.00	0.00
Registration Fees:	0.00	0.00	0.00
Technology Costs:	0.00	0.00	0.00
Expenses Claimed:	937.05	44.60	981.65
		Less: ADVANCE	0.00
U.S. Dollars:	Exchange Rate:	Exchange:	0.00
		NET TOTAL TO BE PAID:	981.65

Vendor Number: Purcell, Allison  

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
 <input type="text" value="170104000100032"/>  -TRUSTEETRAV-BRDSYS-GEN-BOARD		<input type="text" value="981.65"/>	GST 	<input type="text" value="44.60"/> 


 Add GL

Total Without Taxes: 937.05
Tax Total: 44.60
Total With Taxes: 981.65

Authorizer Comment

Invoice Has Not Been Created

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: 0000211883 - Created: 30-Jun-2022 10:18.02 AM - By: Allison Purcell - Processed: 30-Jun-2022 10:18.02 AM - By: Allison Purcell

NAME: Purcell, Allison (20416)
DATES: From: 30-Jun-2022 To: 30-Jun-2022
FUNCTION or MEETING: CSBA - Saskatoon - July 6-8 Check if Travel is in the USA:
LOCATION: Saskatoon

EXPENSES:

1. MEALS:			Enter GST on Invoice	Section Total
Breakfast	@ \$ 10.00	\$ 0.00		
Lunch	@ \$ 15.00	\$ 0.00		
Dinner	@ \$ 20.00	\$ 0.00		
Gratuuity 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		\$ 837.25	\$ 42.25	\$ 837.25 (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)	\$ 837.25
GST on Invoices:	42.25	Less: ADVANCE		\$
Total GST:	42.25	NET TOTAL TO BE PAID:		\$ 837.25

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

▼ APPROVAL SECTION

Task ID: 0000211883 - Created: 30-Jun-2022 10:18.02 AM - By: Allison Purcell - Processed: 30-Jun-2022 10:40.39 AM - By: Christine Lee

Action Taken: No Objection






ACCOUNTS PAYABLE CLERK SECTION

Task ID: 0000211883 - Created: 30-Jun-2022 10:40.39 AM - By: Christine Lee

Travel & Expense Calculator

Section	Amount Claimed Less GST	GST	Total
Meals:	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Hotels:	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Transportation Costs:	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Registration Fees:	<input type="text" value="795.00"/>	<input type="text" value="42.25"/>	<input type="text" value="837.25"/>
Technology Costs:	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Expenses Claimed:	<input type="text" value="795.00"/>	<input type="text" value="42.25"/>	<input type="text" value="837.25"/>
		Less: ADVANCE	<input type="text" value="0.00"/>
U.S. Dollars: <input type="text"/>	Exchange Rate: <input type="text"/>	Exchange:	<input type="text" value="0.00"/>
		NET TOTAL TO BE PAID:	<input type="text" value="837.25"/>

Vendor Number: Purcell, Allison  

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
 <input type="text" value="170104000100032"/>  -TRUSTEETRAV-BRDSYS-GEN-BOARD		<input type="text" value="837.25"/>	GST 	<input type="text" value="42.25"/> 


 Add GL

Total Without Taxes: 795.00
Tax Total: 42.25
Total With Taxes: 837.25

Authorizer Comment

Invoice Has Not Been Created

FEE SUMMARY

Response Category	1x National Trustee Gathering on Indigenous Education and CSBA Congress	\$ 795.00
Response Category	1x Additional Banquet Ticket	\$ 50.00
<hr/>		
Total Fees		\$ 845.00
Goods and Services Tax (GST # R107956302)		42.25
Total		\$ 887.25
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BILLING DETAILS

[Print this Receipt](#)

The payment was processed by Worldline on behalf of SSBA and will appear on your credit card statement as rlbs.io tix & registrations or CBSA Congress 2015. Please keep this email it is your receipt for this transaction.

Transaction ID: 10357530
Payer Name: Allison Purcell
Card Type: VISA