Trustee Professional Development & Travel Expenses

Trustee - Craig Whitehead

Period- December 1, 2022 - February 28, 2023

Event or Expenditure item	Dates	Hotel	Flight	Mileage	Other	Per Diem	Total
ASBA Zone 6 Meeting	14-Dec-22					\$ 200.00	\$ 200.00
ASBA Zone 6 Meeting	23-Jan-18					\$ 100.00	\$ 100.00
ASBA Zone 6 Meeting	23-Feb-15					\$ 200.00	\$ 200.00
Total		\$ 282.40	\$ -	\$ 511.06	\$ 845.06	\$ 1,100.00	\$ 2,738.52

2/21/23, 9:39 AM Task Authorization

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: 00002	Fask ID: 0000227550 - Created: 17-Feb-2023 01:15.47 PM - By: Craig Whitehead - Processed: 17-Feb-2023 01:15.47 PM - By: Craig Whitehead														
NAME:		Whitehead, Craig (2	20417)												
DATES:	Fro	m: 14-Dec-2022	To:	14-Dec-2022											
FUNCTION or MEETING: LOCATION:		ASBA Zone 6 Meeti	ing			Check if Tra	avel is in the USA:								
		Lethbridge													
	_														
1. MEALS:	S:						Enter 0	SST on	Section Total						
	Breakfast		@\$	10.00	\$	0.00	mvc								
	Lunch		@\$	15.00	\$	0.00									
	Dinner		@\$	20.00	\$	0.00									
	Gratuity automatically cal	culated	@	.15 %	\$	0.00		\$	0.00	(1)					
2. HOTELS:															
	Hotel: Enter total invoice	amount - attach vouche	ers:		\$		\$								
	Private Accommodation:		@\$	20.00	\$	0.00		\$	0.00	(2)					
3. TRANSPO	RTATION COSTS:														
	A) Economy Air Fair: Ent		- attach recei	ots	\$		\$								
OB	Taxi Fares - State num	ber of trips:			\$										
OR	B) Car Expenses	KMS	@\$.505	\$	0.00		\$	0.00	(3)					
4. REGISTRA	TION FEES:	KWO	Ψ	.505	Ψ	0.00		Ψ	0.00	(3)					
	Attach approved receipt o	r voucher			\$		\$	\$	0.00	(4)					
5. TECHNOL	.OGY COSTS:														
					\$		\$	\$	0.00	(5)					
	fice Use Only:	0.00		TOTAL EVEN	ices s.	AIMED:	(4.2.2	+4+E) ¢	0.00						
GST (Auto Calculated Within): 0.00			TOTAL EXPEN		.AIMED:	(1+2+3	•	0.00							
GST on Invoice Total GST:	ues.	0.00 0.00		NET TOTAL T		ID:		\$ \$	0.00						
				ALI IVIALI	J DE PA			Ψ	0.00						
HONORARIA:	:	Half Day(s)		Full Day(s)											
PER DIEM AL	LOWANCE:	Half Day(s)		01 Full Day(s)											

APPROVAL SECTION

Task ID: 0000227550 - Created: 17-Feb-2023 01:15.47 PM - By: Craig Whitehead - Processed: 17-Feb-2023 01:24.04 PM - By: Christine Lee

Action Taken: No Objection

2/21/23, 9:39 AM Task Authorization

▼ TRUSTEE EXPENSE WARRANT-PAYROLL SECTION

Task ID: 0000227550 - Created: 17-Feb-2023 01:24.04 PM - By: Christine Lee - Processed: 21-Feb-2023 08:22.02 AM - 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: 0000227550 - Created: 17-Feb-2023 01:24.04 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.

2/21/23, 9:41 AM Task Authorization

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: 0000227552 - Created: 17-Feb-2023 01:18.43 PM - By: Craig Whitehead - Processed: 17-Feb-2023 01:18.43 PM - By: Craig Whitehead												
NAME:		Whitehea	ad, Craig (20417)										
DATES:		From: 15-Feb-2	023 To	0:	15-Feb-2023								
FUNCTION	or MEETING:	ASBA Zo	ne 6 Meeting				Check if Travel	is in the US	A: 🗖				
LOCATION	:	Lethbridç	ge										
EXPENSES	6:												
1. MEALS:								Er	nter 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 inve	oice amount - atta	ach vouchers:			\$		\$					
	Private Accommodati			\$	20.00	\$	0.00	·		\$	0.00	(2)	
3. TRANSPOR	RTATION COSTS:												
	A) Economy Air Fair:	Enter total invoice	e amount - attach re	ceipts	s	\$		\$					
	Taxi Fares - State					\$							
OR	B) Car Expenses												
		KMS	@	\$.505	\$	0.00			\$	0.00	(3)	
4. REGISTRAT													
	Attach approved rece	ipt or voucher				\$		\$		\$	0.00	(4)	
5. TECHNOLO	OGY COSTS:												
						\$		\$		\$	0.00	(5)	
For Offi	ce Use Only:												
GST (Auto Cal	culated Within):	0.00			TOTAL EXPENSES	S CL	AIMED:	(1+	-2+3+4+5)	\$	0.00		
GST on Invoic	es:	0.00			Less: ADVANCE					\$			
Total GST:		0.00			NET TOTAL TO B	E PA	ID:			\$	0.00		
HONORARIA:		Half Day	(s)		Full Day(s)								
PER DIEM ALI	OWANCE:	Half Day			01 Full Day(s)								
. IN DIEM AL		a Day	\- /										

▼ APPROVAL SECTION

Task ID: 0000227552 - Created: 17-Feb-2023 01:18.43 PM - By: Craig Whitehead - Processed: 17-Feb-2023 01:24.49 PM - By: Christine Lee

Action Taken: No Objection

2/21/23, 9:41 AM Task Authorization

▼ TRUSTEE EXPENSE WARRANT-PAYROLL SECTION

Task ID: 0000227552 - Created: 17-Feb-2023 01:24.50 PM - By: Christine Lee - Processed: 21-Feb-2023 08:22.30 AM - 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: 0000227552 - Created: 17-Feb-2023 01:24.50 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.

2/21/23, 9:40 AM Task Authorization

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: 00002	27551 - Created: 17-Feb-20	023 01:17.28 PM - By: (Craig Whitel	nead - Processed	l: 17-Feb	-2023 01:17	7.28 PM - By: Craig Wh	itehead				
NAME:		Whitehead, Craig (2	0417)									
DATES:	From	n: 18-Jan-2023	To:	18-Jan-2023								
FUNCTION or MEETING: LOCATION:		ASBA Zone 6 Meetii	ng			Check if Tr	ravel is in the USA:					
		Lethbridge										
EXPENSES	S:											
1. MEALS:							Enter GS Invoice		Section Total			
	Breakfast		@\$	10.00	\$	0.00						
	Lunch		@\$	15.00	\$	0.00						
	Dinner		@\$	20.00	\$	0.00				(4)		
	Gratuity automatically cald	culated	@	.15 %	\$	0.00		\$	0.00	(1)		
2. HOTELS:												
	Hotel: Enter total invoice	amount - attach vouche	rs:		\$		\$					
	Private Accommodation:		@\$	20.00	\$	0.00		\$	0.00	(2)		
3. TRANSPO	RTATION COSTS:											
	A) Economy Air Fair: Ente	er total invoice amount -	attach recei	ots	\$		\$					
	Taxi Fares - State numb	per of trips:			\$							
OR	B) Car Expenses									(0)		
4 2501052		KMS	@\$.505	\$	0.00		\$	0.00	(3)		
4. REGISTRAT	Attach approved receipt o	r voucher			\$		\$	\$	0.00	(4)		
	/ maon approved receipt e	Vouciloi			ų.		•	ų.	0.00	(·)		
5. TECHNOL	OGY COSTS:				\$		\$	\$	0.00	(5)		
							•					
	ice Use Only:											
GST (Auto Ca	Iculated Within):	0.00		TOTAL EXPEN	ISES CL	AIMED:	(1+2+3+4	+5) \$	0.00			
GST on Invoic	es:	0.00		Less: ADVANC				\$				
Total GST:		0.00		NET TOTAL T	O BE PA	AID:		\$	0.00			
HONORARIA:		Half Day(s)		Full Day(s)								
PER DIEM AL	LOWANCE:	01 Half Day(s)		Full Day(s)								

▼ APPROVAL SECTION

Task ID: 0000227551 - Created: 17-Feb-2023 01:17.29 PM - By: Craig Whitehead - Processed: 17-Feb-2023 01:24.37 PM - By: Christine Lee

Action Taken: No Objection

2/21/23, 9:40 AM Task Authorization

▼ TRUSTEE EXPENSE WARRANT-PAYROLL SECTION

Task ID: 0000227551 - Created: 17-Feb-2023 01:24.37 PM - By: Christine Lee - Processed: 21-Feb-2023 08:22.17 AM - 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: 0000227551 - Created: 17-Feb-2023 01:24.37 PM - By: Christine Lee

This expense form is being routed to you as the Trustee has entered honoraria or a per diem allowance.

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