

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

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: 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 (20417)
DATES: From: 14-Dec-2022 To: 14-Dec-2022
FUNCTION or MEETING: ASBA Zone 6 Meeting Check if Travel is in the USA:
LOCATION: Lethbridge

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: 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

▼ 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

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Expense Reimbursement Authorization

Attached Documents

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▼ **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: Whitehead, Craig (20417)
DATES: From: 15-Feb-2023 To: 15-Feb-2023
FUNCTION or MEETING: ASBA Zone 6 Meeting Check if Travel is in the USA:
LOCATION: Lethbridge

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: Half Day(s) 01 Full Day(s)

▼ **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

▼ 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

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TRUSTEE EXPENSE WARRANT-PAYROLL SECTION

Task ID: 0000227552 - Created: 17-Feb-2023 01:24.50 PM - By: Christine Lee

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Expense Reimbursement Authorization

Attached Documents

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▼ TRUSTEES TRAVEL AND EXPENSE WARRANT

Task ID: 0000227551 - Created: 17-Feb-2023 01:17.28 PM - By: Craig Whitehead - Processed: 17-Feb-2023 01:17.28 PM - By: Craig Whitehead

NAME: Whitehead, Craig (20417)
DATES: From: 18-Jan-2023 To: 18-Jan-2023
FUNCTION or MEETING: ASBA Zone 6 Meeting Check if Travel is in the USA:
LOCATION: Lethbridge

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: 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

▼ 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

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TRUSTEE EXPENSE WARRANT-PAYROLL SECTION

Task ID: 0000227551 - Created: 17-Feb-2023 01:24.37 PM - By: Christine Lee

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