

Trustee Professional Development & Travel Expenses

Trustee - Kristina Larkin

Period- December 1, 2022 - February 28, 2023

Event or Expenditure item	Dates	Hotel	Flight	Mileage	Other	Per Diem	Total
Ever Active Schools Conference	Feb 2-4, 2023			\$ 335.32	\$ 69.00		\$ 404.32
							\$ -
<b>Total</b>		\$ -	\$ -	\$ 335.32	\$ 69.00	\$ -	\$ 404.32

**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: 0000230243 - Created: 17-Mar-2023 07:33.29 AM - By: Kristina Larkin - Processed: 17-Mar-2023 07:33.29 AM - By: Kristina Larkin

**NAME:** Larkin, Kristina (20420)  
**DATES:** From: 02-Feb-2023 To: 04-Feb-2023  
**FUNCTION or MEETING:** Ever Active Schools Shape the Future Conferenece Check if Travel is in the USA:   
**LOCATION:** Lake Louise, Alberta

**EXPENSES:**

				Enter GST on Invoice	Section Total
<b>1. MEALS:</b>					
Breakfast	02	@ \$ 10.00	\$ 20.00		
Lunch		@ \$ 15.00	\$ 0.00		
Dinner	02	@ \$ 20.00	\$ 40.00		
Gratuity automatically calculated		@ .15 %	\$ 9.00		69.00 (1)
<b>2. HOTELS:</b>					
Hotel: Enter total invoice amount - attach vouchers:			\$	\$	
Private Accommodation:			@ \$ 20.00	\$ 0.00	0.00 (2)
<b>3. TRANSPORTATION COSTS:</b>					
A) Economy Air Fair: Enter total invoice amount - attach receipts			\$	\$	
Taxi Fares - State number of trips:			\$		
<b>OR</b>	B) Car Expenses <b>Banff</b>				
	664 KMS	@ \$ .505	\$ 335.32		335.32 (3)
<b>4. REGISTRATION FEES:</b>					
Attach approved receipt or voucher			\$	\$	0.00 (4)
<b>5. TECHNOLOGY COSTS:</b>					
			\$	\$	0.00 (5)

For Office Use Only:					
GST (Auto Calculated Within):	18.82	<b>TOTAL EXPENSES CLAIMED:</b>	(1+2+3+4+5)	\$	404.32
GST on Invoices:	0.00	Less: ADVANCE		\$	
Total GST:	18.82	<b>NET TOTAL TO BE PAID:</b>		\$	404.32

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

▼ APPROVAL SECTION

Task ID: 0000230243 - Created: 17-Mar-2023 07:33.29 AM - By: Kristina Larkin - Processed: 17-Mar-2023 07:41.57 AM - By: Christine Lee



Action Taken: No Objection

**ACCOUNTS PAYABLE CLERK SECTION**








Task ID: 0000230243 - Created: 17-Mar-2023 07:41.57 AM - By: Christine Lee

**Travel & Expense Calculator**

Section	Amount Claimed Less GST	GST	Total
Meals:	66.14	2.86	69.00
Hotels:	0.00	0.00	0.00
Transportation Costs:	319.35	15.97	335.32
Registration Fees:	0.00	0.00	0.00
Technology Costs:	0.00	0.00	0.00
<b>Expenses Claimed:</b>	<b>385.49</b>	<b>18.83</b>	<b>404.32</b>
		Less: ADVANCE	0.00
U.S. Dollars:	Exchange Rate:	Exchange:	0.00
		<b>NET TOTAL TO BE PAID:</b>	<b>404.32</b>

Vendor Number:  Larkin, Kristina  

Address 1: 1517 3 AVENUE NORTH  
 Address 2:  
 Address 3:  
 City: LETHBRIDGE  
 Province: AB  
 Country: CAN  
 Postal Code: T1H 0J5  
 Paid By: EFT

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
 <input type="text" value="170104000100032"/>  -TRUSTEETRAV-BRDSYS-GEN-BOARD 		<input type="text" value="404.32"/>	GST 	<input type="text" value="18.82"/> 
 Add GL				
<b>Total Without Taxes:</b>				<b>385.50</b>
<b>Tax Total:</b>				<b>18.82</b>
<b>Total With Taxes:</b>				<b>404.32</b>

**Authorizer Comment**

Invoice Has Not Been Created