

**Trustee Professional Development & Travel Expenses**  
**Trustee - Allison Purcell**  
**Period- September 1, 2022 November 30, 2022**

<b>Event or Expenditure item</b>	<b>Dates</b>	<b>Hotel</b>	<b>Flight</b>	<b>Mileage</b>	<b>Other</b>	<b>Per Diem</b>	<b>Total</b>
PSBA Professional Development	23-Sep-22				\$ 262.50		\$ 262.50
ASBA FGM	November 20-22, 2022	\$ 366.00			\$ 46.00	\$ 600.00	\$ 1,012.00
<b>Total</b>		\$ 366.00	\$ -	\$ -	\$ 308.50	\$ 600.00	\$ 1,274.50

**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: 0000220214 - Created: 23-Nov-2022 12:57.55 PM - By: Allison Purcell - Processed: 23-Nov-2022 12:57.55 PM - By: Allison Purcell

**NAME:** Purcell, Allison (20416)  
**DATES:** From: 20-Nov-2022 To: 22-Nov-2022  
**FUNCTION or MEETING:** ASBA FGM Check if Travel is in the USA:   
**LOCATION:** Edmonton

**EXPENSES:**

1. MEALS:				Enter GST on Invoice	Section Total
Breakfast	@ \$	10.00	\$	0.00	
Lunch	@ \$	15.00	\$	0.00	
Dinner	@ \$	20.00	\$	40.00	
Gratuity automatically calculated	@	.15 %	\$	6.00	\$ 46.00 (1)
<b>2. HOTELS:</b>					
Hotel: Enter total invoice amount - attach vouchers:			\$	366.00	\$ 16.78
Private Accommodation:	@ \$	20.00	\$	0.00	\$ 366.00 (2)
<b>3. TRANSPORTATION COSTS:</b>					
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)
<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):	1.90	<b>TOTAL EXPENSES CLAIMED:</b>	(1+2+3+4+5)	\$	412.00
GST on Invoices:	16.78	Less: ADVANCE		\$	
Total GST:	18.68	<b>NET TOTAL TO BE PAID:</b>		\$	412.00

**HONORARIA:** Half Day(s) Full Day(s)  
**PER DIEM ALLOWANCE:** Half Day(s) 03 Full Day(s)

▼ APPROVAL SECTION

Task ID: 0000220214 - Created: 23-Nov-2022 12:57.56 PM - By: Allison Purcell - Processed: 24-Nov-2022 07:16.46 AM - By: Christine Lee

Action Taken: No Objection




ACCOUNTS PAYABLE CLERK SECTION

Task ID: 0000220214 - Created: 24-Nov-2022 07:16.47 AM - By: Christine Lee

Travel & Expense Calculator

Section	Amount Claimed Less GST	GST	Total
Meals:	44.10	1.90	46.00
Hotels:	349.22	16.78	366.00
Transportation Costs:	0.00	0.00	0.00
Registration Fees:	0.00	0.00	0.00
Technology Costs:	0.00	0.00	0.00
<b>Expenses Claimed:</b>	<b>393.32</b>	<b>18.68</b>	<b>412.00</b>
		Less: ADVANCE	0.00
U.S. Dollars:	Exchange Rate:	Exchange:	0.00
		<b>NET TOTAL TO BE PAID:</b>	<b>412.00</b>

Vendor Number:  Purcell, Allison  

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
 <input type="text"/>		<input type="text"/>	<input type="text" value="v"/>	<input type="text"/>
 Add GL				
<b>Total Without Taxes:</b>				<b>0.00</b>
<b>Tax Total:</b>				<b><u>0.00</u></b>
<b>Total With Taxes:</b>				<b>0.00</b>

Authorizer Comment

Invoice Has Not Been Created



EDMONTON SOUTH  
CONFERENCE CENTRE

**4404 Gateway Boulevard NW, Edmonton, Alberta, T6H 5C2**  
**Tel: 780-434-6415 Fax: 780-436-9247**

Alberta School Boards Association  
Mrs Allison Pike  
9925 109 St Nw Suite 1200  
Edmonton AB T5K2J8  
Canada

Room: 0616  
Folio: 183901  
Cashier: 33  
Arrival: 11-20-22  
Departure: 11-22-22

Group: Alberta School Boards Association 2022

Date	Description	Additional Information	Charges	Credits
11-20-22	ROOM CHARGE		163.00	
11-20-22	Room Destination Marketing Fee		4.89	
11-20-22	Room GST		8.39	
11-20-22	AB Tourism Levy		6.72	
11-21-22	ROOM CHARGE		163.00	
11-21-22	Room Destination Marketing Fee		4.89	
11-21-22	Room GST		8.39	
11-21-22	AB Tourism Levy		6.72	
11-22-22	Master Card	XXXXXXXXXXXX6272	XX/XX	366.00

GST Summary	
Registration No: 889835161	
Room	16.78
F&B	0.00
Other	23.22
<b>Total</b>	<b>40.00</b>

Total	366.00	366.00
Balance Due	0.00	CDN

Guest Signature: \_\_\_\_\_

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part of or the full amount of these charges.

# Invoice



PUBLIC SCHOOL BOARDS'  
ASSOCIATION OF ALBERTA™

Date	Invoice #
2022-09-22	2022-131

Invoice To
Lethbridge School District 433 - 15 Street, South Lethbridge, AB T1J 2Z5

## Professional Development Understanding Bias to Unleash Potential September 23, 2022 Zoom Event

Registrant	Qty	Rate	Amount
Allison Purcell GST	1	250.00 5.00%	250.00 12.50

GST # 122508617RT0001

**Total Amount Due** \$262.50

#105, 10470 176 Street, Edmonton, Alberta T5S 1L3  
businessmanager@public-schools.ab.ca  
780-479-8080