

Trustee Professional Development & Travel Expenses
Trustee - Allison Purcell
Period- March 1, 2023 - May 31, 2023

Event or Expenditure item	Dates	Hotel	Flight	Mileage	Other	Per Diem	Total
NSBA annual conference	March 30 - April 13, 2023		\$ 698.07		\$ 1,186.20		\$ 1,884.27
Strategic Planning meeting	March 2-3, 2023					\$ 300.00	\$ 300.00
ATA Bargaining	March 22-24, 2023					\$ 600.00	\$ 600.00
							\$ -
							\$ -
Total		\$ -	\$ 698.07	\$ -	\$ 1,186.20	\$ 900.00	\$ 2,784.27

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: 0000232935 - Created: 17-Apr-2023 09:39.57 AM - By: Allison Purcell - Processed: 17-Apr-2023 09:39.57 AM - By: Allison Purcell

NAME: Purcell, Allison (20416)
DATES: From: 22-Mar-2023 To: 24-Mar-2023
FUNCTION or MEETING: ATA Bargaining 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	\$ 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) 03 Full Day(s)

▼ APPROVAL SECTION

Task ID: 0000232935 - Created: 17-Apr-2023 09:39.57 AM - By: Allison Purcell - Processed: 17-Apr-2023 09:40.39 AM - By: Christine Lee

Action Taken: No Objection

TRUSTEE EXPENSE WARRANT-PAYROLL SECTION

Task ID: 0000232935 - Created: 17-Apr-2023 09:40.40 AM - 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.

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: 0000232933 - Created: 17-Apr-2023 09:37.46 AM - By: Allison Purcell - Processed: 17-Apr-2023 09:37.46 AM - By: Allison Purcell

NAME: Purcell, Allison (20416)
DATES: From: 02-Mar-2023 To: 03-Mar-2023
FUNCTION or MEETING: Strategic planning 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) 01 Full Day(s)

▼ APPROVAL SECTION

Task ID: 0000232933 - Created: 17-Apr-2023 09:37.46 AM - By: Allison Purcell - Processed: 17-Apr-2023 09:39.43 AM - By: Christine Lee

Action Taken: No Objection

TRUSTEE EXPENSE WARRANT-PAYROLL SECTION

Task ID: 0000232933 - Created: 17-Apr-2023 09:39.43 AM - 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.

▼ ACCOUNTS PAYABLE CLERK SECTION

NAME: Purcell, Allison (20416)
Task ID: 0000222742 - Created: 22-Dec-2022 10:03.04 AM - By: Jeremy Schenk - Processed: 22-Dec-2022 10:08.57 AM - By: Jeremy Schenk
DATES: From: 30-Mar-2023 To: 13-Apr-2023

FUNCTION or MEETING:	Conference	Travel & Expense Calculator	Check if Travel is in the USA: <input checked="" type="checkbox"/>
LOCATION:	Section	Amount Claimed Less GST	GST
Meals:		0.00	0.00
Hotels:		0.00	0.00
EXPENSES:		696.32	1.75
Registration Fees:		1186.20	0.00
1. MEALS:			
Technology Costs:		0.00	0.00
Enter GST on Invoice			0.00
Section Total			1186.20
Breakfast Expenses Claimed:	@ \$ 10.00	\$ 0.00	1882.52
Lunch	@ \$ 15.00	\$ 0.00	Less: ADVANCE
Dinner	U.S. Dollars: @ \$ 20.00	\$ 0.00	Exchange Rate: Exchange:
Gratuity automatically calculated	@ .15 %	\$ 0.00	NET TOTAL TO BE PAID: 0.00

2. HOTELS:	Vendor Number: EM20416 - Purcell, Allison						
	Hotel: Enter total invoice amount - attach vouchers:	\$		\$			
	Private Accommodation:	@ \$ 20.00	Amount	\$ 0.00	Tax Code	\$	0.00 (2)
3. TRANSPORTATION COSTS:							
	A) Economy Air Fair: Enter total invoice amount - attach receipts	\$	698.07	\$	1.75		0.00
	Taxi Fares - State number of trips:	\$					0.00
4. REGISTRATION FEES:	Invoice Has Not Been Created						
	Attach approved receipt or voucher	\$	1186.20	\$		\$	1186.20 (4)
5. TECHNOLOGY COSTS:							
							0.00 (5)

▼ TRUSTEES TRAVEL AND EXPENSE WARRANT

Task ID: 0000222742 - Created: 22-Dec-2022 10:08.57 AM - By: Jeremy Schenk - Processed: 22-Dec-2022 10:09.19 AM - By: Jeremy Schenk

For Office Use Only:			
GST (Auto Calculated Within):	0.00	TOTAL EXPENSES CLAIMED:	(1+2+3+4+5) \$ 1884.27
GST on Invoices:	1.75	Less: ADVANCE	\$
Total GST:	1.75	NET TOTAL TO BE PAID:	\$ 1884.27

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

ACCOUNTS PAYABLE CLERK SECTION

NAME: Purcell, Allison (20416)
Task ID: 0000222742 - Created: 22-Dec-2022 10:09:19 AM - By: Jeremy Schenk
DATES: From: 30-Mar-2023 To: 13-Apr-2023
Travel & Expense Calculator

FUNCTION or MEETING: NSBA annual conference Check if Travel is in the USA:

Section	Amount Claimed Less GST	GST	Total
LOCATION:			
Meals:	0.00	0.00	0.00
Hotels:	0.00	0.00	0.00
EXPENSES:			
Transportation Costs:	696.32	1.75	698.07
1. MEALS:		Enter GST on Invoice	Section Total
Registration Fees:	1186.20	0.00	1186.20
Technology Costs:			
Breakfast @ \$ 10.00	\$ 0.00		
Lunch @ \$ 15.00	\$ 0.00	0.00	0.00
Dinner Expenses Claimed: @ \$ 20.00	1882.52	1.75	1884.27
Gratuity automatically calculated @ .15 %	\$ 0.00		\$ 0.00 (1)
		Less: ADVANCE	0.00
2. HOTELS:			
U.S. Dollars: [] Exchange Rate: [] Exchange:			0.00
Hotel: Enter total invoice amount - attach vouchers: \$		\$	
Private Accommodation: @ \$ 20.00 \$ 0.00			
		NET TOTAL TO BE PAID:	\$ 1884.27 (2)

3. TRANSPORTATION COSTS:

Vendor Number: EM20416 Purcell, Allison

A) Economy Air Fair: Enter total invoice amount - attach receipts \$ 698.07 \$ 1.75

Taxi Fares - State number of trips: \$

Account Number	Expenses	Taxes Included	Amount	Tax Code	Tax Amount
KMS	@ \$.505		\$ 0.00		\$ 698.07 (3)
4. REGISTRATION FEES:	-TRUSTEETRAV-BRDSYS-GEN-BOARD		1884.27	GST	1.75 (4)
	Attach approved receipt or voucher		\$ 1186.20	\$	\$ 1186.20 (4)

5. TECHNOLOGY COSTS:

	Total Without Taxes:	1882.52 (5)
	Tax Total:	1.75
	Total With Taxes:	1884.27

Authorizer Comment

For Office Use Only:

GST (Auto Calculated Within):	0.00	TOTAL EXPENSES CLAIMED:	(1+2+3+4+5) \$	1884.27
GST on Invoices:	1.75	Less: ADVANCE	\$	
Total GST:	1.75	NET TOTAL TO BE PAID:	\$	1884.27

Invoice Has Not Been Created

HONORARIA: Half Day(s) Full Day(s)

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



eTicket Receipt

Prepared For
PURCELLPIKE/ALLISON MS

RESERVATION CODE	TEXSMM
ISSUE DATE	08 Dec 22
TICKET NUMBER	8382172711491
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/SDX
FREQUENT FLYER NUMBER	WS544604421

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
30 Mar 23	WESTJET WS 268	CALGARY INTL AB, CANADA Time 09:30	WINNIPEG MB, CANADA Time 12:30	Cabin ECONOMY Seat Number 09A Baggage Allowance 1 PIECE Booking Status OK TO FLY Fare Basis LT7D0ZFW Not Valid After 30 APR 23
30 Mar 23	WESTJET WS 1346	WINNIPEG MB, CANADA Time 15:40	ORLANDO INTL, FL Time 20:27	Cabin ECONOMY Seat Number 11A Baggage Allowance 1 PIECE Booking Status OK TO FLY Fare Basis LT7D0ZFW Not Valid After 30 MAR 24
13 Apr 23	WESTJET WS 1347	ORLANDO INTL, FL Time 11:25	WINNIPEG MB, CANADA Time 14:39	Cabin ECONOMY Seat Number 09F Baggage Allowance 1 PIECE Booking Status OK TO FLY Fare Basis KT7D0ZFW Not Valid After 30 APR 23
13 Apr 23	WESTJET WS 739	WINNIPEG MB, CANADA Time 16:00	CALGARY INTL AB, CANADA Time 17:05	Cabin ECONOMY Seat Number 09F Baggage Allowance 1 PIECE Booking Status OK TO FLY Fare Basis KT7D0ZFW Not Valid After 30 MAR 24

Allowances

Baggage Allowance

YYC to MCO - 1 Piece WESTJET , each piece up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

Prices of additional baggage pieces:

1. 60.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters**

MCO to YYC - 1 Piece WESTJET , each piece up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

Prices of additional baggage pieces:

1. 60.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters****bag fees apply at each check in location

ADDITIONAL ALLOWANCES AND/OR DISCOUNTS MAY APPLY DEPENDING ON FLYER-SPECIFIC FACTORS /E.G. FREQUENT FLYER STATUS/MILITARY/ CREDIT CARDFORM OF PAYMENT/EARLY PURCHASE OVER INTERNET,ETC

Carry On Allowances

YYC to YWG , YWG to MCO , MCO to YWG , YWG to YYC - 1 Piece (WS - WESTJET) carry on hand baggage

Carry On Charges

YYC to YWG , YWG to MCO , MCO to YWG , YWG to YYC - (WS - WESTJET)

Payment/Fare Details

Form of Payment	CREDIT CARD - MASTERCARD : XXXXXXXXXXXX 2173
Fare Calculation Line	YYC WS X/YWG WS ORL158.86WS X/YWG WS YYC233.48NUC392.34END ROE1.35339 XFMCO4.5
Fare	CAD 530.99
Taxes/Fees/Carrier-Imposed Charges	CAD 12.10 CA4 (AIR TRAVELLERS SECURITY CHARGE)
	CAD 27.15 XG8 (GOODS AND SERVICES TAX (GST))
	CAD 35.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))
	CAD 1.75 XG9 (GOODS AND SERVICES TAX (GST))
	CAD 53.68 US2 (TRANSPORTATION TAX (INTERNATIONAL))
	CAD 8.88 YC (CUSTOMS USER FEE)
	CAD 9.54 XY2 (IMMIGRATION USER FEE)
	CAD 5.22 XA (APHIS USER FEE)
	CAD 7.63 AY (SEPTEMBER 11TH SECURITY FEE)
	CAD 6.13 XF (PASSENGER FACILITY CHARGE)
Total	CAD 698.07

Positive identification required for airport check in

Notice:

QST # 1202807956TQ0001 GST # 866112535

**Checked baggage dimensions can be within 158 total centimeters (62 total inches) and not weighing more than 23 kilograms (50 pounds). Baggage exceeding the size or weight allowance is subject to applicable oversized weight and size restrictions and fees.

Baggage fees are charged in Canadian (CAD) dollars; for flight departures outside Canada, baggage fees will be converted and charged in the local currency of the departure country. GST is charged on all itineraries that originate in Canada. Please see <https://www.westjet.com/en-ca/flights/fees> for more information.

Passengers embarking upon a journey involving an ultimate destination or a stop in a country other than the country of departure are advised that the provisions of an international treaty (the Warsaw Convention, the 1999 Montreal Convention, or other treaty), as well as a carrier's own contract of carriage or tariff provisions, may be applicable to their entire journey, including any portion entirely within the countries of departure and destination. The applicable treaty governs and may limit the liability of carriers to passengers for death or personal injury, destruction or loss of, or damage to, baggage, and for delay of passengers and baggage.

Additional protection can usually be obtained by purchasing insurance from a private company. Such insurance is not affected by any limitation of the carrier's liability under an international treaty. For further information please consult your airline or insurance company representative.

Data Protection Notice: Your personal data will be processed in accordance with the applicable carrier's privacy policy and, if your booking is made via a reservation system provider ("GDS"), with its privacy policy. These are available at <http://www.iatatravelcenter.com/privacy> or from the carrier or GDS directly. You should read this documentation, which applies to your booking and specifies, for example, how your personal data is collected, stored, used, disclosed and transferred.
(applicable for interline carriage)

[Important Legal Notices](#)

Registrant Information

Allison Purcell
Lethbridge School District #51
4118 21 Avenue S
Lethbridge, AB T1K 4Y2
allison.purcell@lethsd.ab.ca

Registration Summary -- R0498019

1	MSA Annual Conference Registration	\$850.00
1	Child Care Registration (12 months)	\$0.00

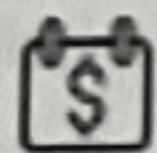
Total Registration Fees: \$850.00

Total Payment to Date: \$850.00

Payment Date/Type:

Visa (x-1739) / 12/14/2022 / \$850.00

Balance: \$0.00



ELIGIBLE FOR INSTALLMENTS

4, 2022



~~USA~~ 3386722, VA 850.00 USD @ 1.395529

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-\$1,186.