

**Trustee Professional Development & Travel Expenses**  
**Trustee - Craig Whitehead**  
**Period- March 1, 2023 - May 31, 2023**

<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 PD Session registration	Aprl 13-14, 2023				\$ 735.00		\$ 735.00
Board Strategic Planning	March 2-3, 2023					\$ 300.00	\$ 300.00
ATA Negotiations	22-Mar-23					\$ 100.00	\$ 100.00
ATA Negotiations	March 23-24, 2023					\$ 400.00	\$ 400.00
ASBA Zone 6 meeting	15-Mar-23					\$ 100.00	\$ 100.00
PSBAA Meeting	April 12-14, 2023	\$ 334.56		\$ 511.06	\$ 63.25	\$ 600.00	\$ 1,508.87
							\$ -
<b>Total</b>		\$ 334.56	\$ -	\$ 511.06	\$ 798.25	\$ 1,500.00	\$ 3,143.87

**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: 0000232884 - Created: 16-Apr-2023 09:23.52 PM - By: Craig Whitehead - Processed: 16-Apr-2023 09:23.52 PM - By: Craig Whitehead

**NAME:** Whitehead, Craig (20417)  
**DATES:** From: 15-Mar-2023 To: 15-Mar-2023  
**FUNCTION or MEETING:** ASBA Zone 6 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)
<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:			\$		
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):	0.00	<b>TOTAL EXPENSES CLAIMED:</b>	(1+2+3+4+5)	\$	0.00
GST on Invoices:	0.00	Less: ADVANCE		\$	
Total GST:	0.00	<b>NET TOTAL TO BE PAID:</b>		\$	0.00

**HONORARIA:** Half Day(s) Full Day(s)  
**PER DIEM ALLOWANCE:** 01 Half Day(s) Full Day(s)

▼ APPROVAL SECTION

Task ID: 0000232884 - Created: 16-Apr-2023 09:23.52 PM - By: Craig Whitehead - Processed: 17-Apr-2023 06:03.44 AM - By: Christine Lee

Action Taken: No Objection

**TRUSTEE EXPENSE WARRANT-PAYROLL SECTION**

**Task ID: 0000232884 - Created: 17-Apr-2023 06:03.45 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: 0000232886 - Created: 16-Apr-2023 09:26.55 PM - By: Craig Whitehead - Processed: 16-Apr-2023 09:26.55 PM - By: Craig Whitehead

**NAME:** Whitehead, Craig (20417)  
**DATES:** From: 22-Mar-2023 To: 22-Mar-2023  
**FUNCTION or MEETING:** ATA Negotiations 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)
<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:			\$		
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):	0.00	<b>TOTAL EXPENSES CLAIMED:</b>	(1+2+3+4+5)	\$	0.00
GST on Invoices:	0.00	Less: ADVANCE		\$	
Total GST:	0.00	<b>NET TOTAL TO BE PAID:</b>		\$	0.00

**HONORARIA:** Half Day(s) Full Day(s)  
**PER DIEM ALLOWANCE:** 01 Half Day(s) Full Day(s)

▼ APPROVAL SECTION

Task ID: 0000232886 - Created: 16-Apr-2023 09:26.55 PM - By: Craig Whitehead - Processed: 17-Apr-2023 06:03.24 AM - By: Christine Lee

Action Taken: No Objection

**TRUSTEE EXPENSE WARRANT-PAYROLL SECTION**

**Task ID: 0000232886 - Created: 17-Apr-2023 06:03.24 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: 0000232885 - Created: 16-Apr-2023 09:25.47 PM - By: Craig Whitehead - Processed: 16-Apr-2023 09:25.47 PM - By: Craig Whitehead

**NAME:** Whitehead, Craig (20417)  
**DATES:** From: 23-Mar-2023 To: 24-Mar-2023  
**FUNCTION or MEETING:** ATA Negotiations 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)
<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					
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):	0.00	<b>TOTAL EXPENSES CLAIMED:</b>	(1+2+3+4+5)	\$	0.00
GST on Invoices:	0.00	Less: ADVANCE		\$	
Total GST:	0.00	<b>NET TOTAL TO BE PAID:</b>		\$	0.00

**HONORARIA:** Half Day(s) Full Day(s)  
**PER DIEM ALLOWANCE:** Half Day(s) 02 Full Day(s)

▼ **APPROVAL SECTION**

Task ID: 0000232885 - Created: 16-Apr-2023 09:25.47 PM - By: Craig Whitehead - Processed: 17-Apr-2023 06:03.32 AM - By: Christine Lee

Action Taken: No Objection

**TRUSTEE EXPENSE WARRANT-PAYROLL SECTION**

**Task ID: 0000232885 - Created: 17-Apr-2023 06:03.32 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: 0000232883 - Created: 16-Apr-2023 09:22.01 PM - By: Craig Whitehead - Processed: 16-Apr-2023 09:22.01 PM - By: Craig Whitehead

**NAME:** Whitehead, Craig (20417)  
**DATES:** From: 02-Mar-2023 To: 03-Mar-2023  
**FUNCTION or MEETING:** Board retreat 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)
<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:			\$		
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):	0.00	<b>TOTAL EXPENSES CLAIMED:</b>	(1+2+3+4+5)	\$	0.00
GST on Invoices:	0.00	Less: ADVANCE		\$	
Total GST:	0.00	<b>NET TOTAL TO BE PAID:</b>		\$	0.00

**HONORARIA:** 01 Half Day(s) 01 Full Day(s)  
**PER DIEM ALLOWANCE:** Half Day(s) Full Day(s)

▼ **APPROVAL SECTION**

Task ID: 0000232883 - Created: 16-Apr-2023 09:22.01 PM - By: Craig Whitehead - Processed: 17-Apr-2023 06:02.00 AM - By: Christine Lee

Action Taken: No Objection



**TRUSTEE EXPENSE WARRANT-PAYROLL SECTION**

**Task ID: 0000232883 - Created: 17-Apr-2023 06:02.02 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.

# Invoice



PUBLIC SCHOOL BOARDS'  
ASSOCIATION OF ALBERTA™

Date	Invoice #
2023-04-12	2023-045

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

**PD Session/Public School Boards Council Meeting**  
**April 13-14, 2023**  
**Double Tree West Edmonton**

Registrant	Qty	Rate	Amount
Craig Whitehead GST	1	700.00 5.00%	700.00 35.00
<div style="border: 1px solid black; padding: 5px; display: inline-block;">136004000100032</div>			

GST # 122508617RT0001

**Total Amount Due** \$735.00

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

**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: 0000232887 - Created: 16-Apr-2023 09:30.21 PM - By: Craig Whitehead - Processed: 16-Apr-2023 09:38.53 PM - By: Craig Whitehead

**NAME:** Whitehead, Craig (20417)  
**DATES:** From: 12-Apr-2023 To: 14-Apr-2023  
**FUNCTION or MEETING:** PSBAA Meeting Check if Travel is in the USA:   
**LOCATION:** Edmonton

**EXPENSES:**

				Enter GST on Invoice	Section Total
<b>1. MEALS:</b>					
Breakfast		@ \$ 10.00	\$ 0.00		
Lunch	01	@ \$ 15.00	\$ 15.00		
Dinner	02	@ \$ 20.00	\$ 40.00		
Gratuity automatically calculated		@ .15 %	\$ 8.25	\$	63.25 (1)
<b>2. HOTELS:</b>					
Hotel: Enter total invoice amount - attach vouchers:			\$ 334.56	\$	
Private Accommodation:		@ \$ 20.00	\$ 0.00	\$	334.56 (2)
<b>3. TRANSPORTATION COSTS:</b>					
A) Economy Air Fair: Enter total invoice amount - attach receipts			\$	\$	
Taxi Fares - State number of trips:	01		\$		
OR B) Car Expenses	Edmonton				
	1012 KMS	@ \$ .505	\$ 511.06	\$	511.06 (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):	26.96	<b>TOTAL EXPENSES CLAIMED:</b>	(1+2+3+4+5)	\$	908.87
GST on Invoices:	0.00	Less: ADVANCE		\$	
Total GST:	26.96	<b>NET TOTAL TO BE PAID:</b>		\$	908.87

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

▼ APPROVAL SECTION

Task ID: 0000232887 - Created: 16-Apr-2023 09:38.53 PM - By: Craig Whitehead - Processed: 17-Apr-2023 06:03.01 AM - By: Christine Lee



Action Taken: No Objection

**ACCOUNTS PAYABLE CLERK SECTION**






Task ID: 0000232887 - Created: 17-Apr-2023 06:03.01 AM - By: Christine Lee


**Travel & Expense Calculator**

Section	Amount Claimed Less GST	GST	Total
Meals:	60.63	2.62	63.25
Hotels:	334.56	0.00	334.56
Transportation Costs:	486.72	24.34	511.06
Registration Fees:	0.00	0.00	0.00
Technology Costs:	0.00	0.00	0.00
<b>Expenses Claimed:</b>	<b>881.91</b>	<b>26.96</b>	<b>908.87</b>
		Less: ADVANCE	0.00
U.S. Dollars:	Exchange Rate:	Exchange:	0.00
		<b>NET TOTAL TO BE PAID:</b>	<b>908.87</b>

Vendor Number:  **Whitehead, Craig**  

Address 1: 1 CANYON GARDENS WEST  
 Address 2:  
 Address 3:  
 City: LETHBRIDGE  
 Province: AB  
 Country: CAN  
 Postal Code: T1K 6V1  
 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="908.87"/>	GST 	<input type="text" value="26.96"/> 

 Add GL

**Total Without Taxes: 881.91**  
**Tax Total: 26.96**  
**Total With Taxes: 908.87**

**Authorizer Comment**

Invoice Has Not Been Created