

Trustee Professional Development & Travel Expenses

Trustee - Kristina Larkin

Period- June 1, 2023 - August 31, 2023

Event or Expenditure item	Dates	Hotel	Flight	Mileage	Other	Per Diem	Total
CSBA Congress National Trustee Gathering	23-Jun-23				\$ 1,135.74		\$ 1,135.74
CSBA Congress	July 3-4, 2023	\$ 307.52		\$ 335.32			\$ 642.84
Franklin Covey Professional Development	23-Jun-23				\$ 250.00		\$ 250.00
Total		\$ 307.52	\$ -	\$ 335.32	\$ 1,385.74	\$ -	\$ 2,028.58



PUBLIC SCHOOL BOARDS'
ASSOCIATION OF ALBERTA™

Invoice

Date	Invoice #
2023-06-22	2023-095

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

Description	Hrs	Rate	Amount
Franklin Covey Professional Development Session - June 23, 2023 Attendee - Kristin Larkin	1	250.00	250.00

GST # 122508617RT0001

Total Amount Due \$250.00

#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: 0000241706 - Created: 23-Jun-2023 02:02.28 PM - By: Kristina Larkin - Processed: 23-Jun-2023 02:02.28 PM - By: Kristina Larkin

NAME: Larkin, Kristina (20420)
DATES: From: 23-Jun-2023 To: 23-Jun-2023
FUNCTION or MEETING: 2023 CSBA Congress and National Trustee Gathering Check if Travel is in the USA:
LOCATION: Banff Centre for Arts and Creativity

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			\$	1135.74	1135.74 (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)	\$	1135.74
GST on Invoices:	52.50	Less: ADVANCE		\$	
Total GST:	52.50	NET TOTAL TO BE PAID:		\$	1135.74

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

▼ **APPROVAL SECTION**

Task ID: 0000241706 - Created: 23-Jun-2023 02:02.28 PM - By: Kristina Larkin - Processed: 23-Jun-2023 02:15.04 PM - By: Christine Lee



Action Taken: No Objection

ACCOUNTS PAYABLE CLERK SECTION

Task ID: 0000241706 - Created: 23-Jun-2023 02:15.05 PM - By: Christine Lee

Travel & Expense Calculator

Section	Amount Claimed Less GST	GST	Total
Meals:	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Hotels:	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Transportation Costs:	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Registration Fees:	<input type="text" value="1083.24"/>	<input type="text" value="52.50"/>	<input type="text" value="1135.74"/>
Technology Costs:	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Expenses Claimed:	<input type="text" value="1083.24"/>	<input type="text" value="52.50"/>	<input type="text" value="1135.74"/>
		Less: ADVANCE	<input type="text" value="0.00"/>
U.S. Dollars: <input type="text"/>	Exchange Rate: <input type="text"/>	Exchange:	<input type="text" value="0.00"/>
		NET TOTAL TO BE PAID:	<input type="text" value="1135.74"/>

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="1135.74"/>	GST 	<input type="text" value="52.50"/> 

 Add GL

Total Without Taxes: 1083.24
Tax Total: 52.50
Total With Taxes: 1135.74

Authorizer Comment

Invoice Has Not Been Created

RE: [External] RE: CBSA Conference Waitlist

Noreen Pownall <npownall@asba.ab.ca>

Fri 6/23/2023 7:43 AM

To:Kristina Larkin <Kristina.Larkin@lethsd.ab.ca>

Cc:Kristin Solowoniuk <Kristin.Solowoniuk@lethsd.ab.ca>

Hi Kristina,

I'm not sure why it didn't get through but I've attached the confirmation which also contains your payment receipt below.

Dear Kristina,

You have been registered by Noreen Pownall to attend the 2023 CSBA Congress and National Trustee Gathering on Indigenous Education.

Please review the registration details below to ensure the accuracy of the information.

Delegate

First Name	Kristina
Last Name	Larkin
Title	Trustee
School Division	Lethbridge School Division
Mobile Phone	403.715.4850
Email	kristina.larkin@lethsd.ab.ca

Food Allergies/Dietary

Your registration includes:

Attending Event in person

Registration [\$1,050.00]

Registration Subtotal : \$1,050.00

Sessions Selected

Indigenous Voice and Choice in School Board Governance - Jul 03 - 11:00 am to 12:15 pm

Rebel Governance: Challenging Perceived Boundaries - Jul 03 - 1:30 pm to 2:45 pm

Leading Change: Working towards racial equity in Canadian classrooms - Jul 04 - 10:45 am to 12:00 pm



Registration Invoice

2023 CSBA Congress and National Trustee Gathering on Indigenous Education

July 3-5, 2023

Banff Centre for Arts and Creativity

107 Tunnel Mountain Drive

Banff, AB

Date : June 23, 2023

Attendee Registered

Attendees	School Division or Organization	Registration	Price	Adjustment	Discount	Subtotal
Kristina Larkin		Registration	\$1,050.00	\$0.00		\$1,050.00
Subtotal			\$1,050.00	\$0.00		\$1,050.00
1 Attendee		Subtotal	\$1,050.00	\$0.00	\$0.00	\$1,050.00

Registration Summary

Registration Package	Attendees	Registered Users	Unit Price	Unit Adjustment	Price	Adjustment	Subtotal
Registration	Kristina Larkin	1	\$1,050.00	\$0.00	\$1,050.00	\$0.00	\$1,050.00
Subtotal					\$1,050.00	\$0.00	\$1,050.00

Invoice Totals

Subtotal	\$1,050.00
Taxes	\$52.50

Transaction Processing Fees	\$33.24
Grand Total	\$1,135.74



Payment Receipt

Kristina Larkin

2023 CSBA Congress and National Trustee Gathering on Indigenous Education

July 3-5, 2023

Banff Centre for Arts and Creativity

107 Tunnel Mountain Drive

Banff, AB

Transaction Details

Transaction Date: Jun 22, 2023 13:10:32 MDT

Payment ID: E1_A825_U64949c3789ef7

Transaction ID: ch_3NLsrzGsQNBuOiSH16Y9Q8BL

GST Number: 10669 4268 RT0001

Registration: \$1,050.00

Taxes: \$52.50 (GST)

Processing Fees: \$33.24

Total: \$1,135.74

Card Number: *****2957

Card Type: mastercard

Message Type: authorized

Message: Payment complete.

Noreen 😊

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: 0000242641 - Created: 06-Jul-2023 09:38.54 PM - By: Kristina Larkin - Processed: 06-Jul-2023 09:38.54 PM - By: Kristina Larkin

NAME: Larkin, Kristina (20420)
DATES: From: 03-Jul-2023 To: 04-Jul-2023
FUNCTION or MEETING: CSBA Congress Check if Travel is in the USA:
LOCATION: Banff, Alberta

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:			\$	307.52	\$ 307.52 (2)
Private Accommodation:	@ \$	20.00	\$	0.00	\$ 307.52 (2)
3. TRANSPORTATION COSTS:					
A) Economy Air Fair: Enter total invoice amount - attach receipts			\$		
Taxi Fares - State number of trips:			\$		
OR B) Car Expenses	Banff				
	664 KMS	@ \$.505	\$	335.32 (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):	15.97	TOTAL EXPENSES CLAIMED:	(1+2+3+4+5)	\$	642.84
GST on Invoices:	30.63	Less: ADVANCE		\$	
Total GST:	46.60	NET TOTAL TO BE PAID:		\$	642.84

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

▼ **APPROVAL SECTION**

Task ID: 0000242641 - Created: 06-Jul-2023 09:38.54 PM - By: Kristina Larkin - Processed: 10-Jul-2023 03:49.19 PM - By: Christine Lee

Action Taken: No Objection

ACCOUNTS PAYABLE CLERK SECTION

Task ID: 0000242641 - Created: 10-Jul-2023 03:49.19 PM - By: Christine Lee

Travel & Expense Calculator

Section	Amount Claimed Less GST	GST	Total
Meals:	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Hotels:	<input type="text" value="276.89"/>	<input type="text" value="30.63"/>	<input type="text" value="307.52"/>
Transportation Costs:	<input type="text" value="319.35"/>	<input type="text" value="15.97"/>	<input type="text" value="335.32"/>
Registration Fees:	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Technology Costs:	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Expenses Claimed:	<input type="text" value="596.24"/>	<input type="text" value="46.60"/>	<input type="text" value="642.84"/>
		Less: ADVANCE	<input type="text" value="0.00"/>
U.S. Dollars: <input type="text"/>	Exchange Rate: <input type="text"/>	Exchange:	<input type="text" value="0.00"/>
		NET TOTAL TO BE PAID:	<input type="text" value="642.84"/>

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 checked="" type="checkbox"/>	<input type="text" value="642.84"/>	GST <input type="text"/>	<input type="text" value="46.60"/>

Add GL

Total Without Taxes: 596.24
Tax Total: 46.60
Total With Taxes: 642.84

Authorizer Comment

Invoice Has Not Been Created

[External] Updated Itinerary - Canmore Inn & Suites, Canmore, Jul 3 - Jul 5 (Itinerary #72403276024212)

Expedia.ca <Expedia@ca.expediamail.com>

Fri 5/5/2023 11:24 AM

To: Kristin Solowoniuk <Kristin.Solowoniuk@lethsd.ab.ca>



We have modified your booking, according to your request. Your updated itinerary is outlined below. There's no need to call us to confirm your booking, if you've got any questions, please visit our [?

EMLCID=CA.PT.EVENTTRIGGEREDMAILING.ENSITINERARYCHANGE.GENERIC&EMLDTL=DATE20230505-ISSUX.SIDX.KEY95910355826.PAIDX.LANGEN_CA.MCIDX.TESTX.VER SX.MIDSX]FAQ's.



Access your itinerary anywhere.

[GET THE FREE APP](#)

Canmore Inn & Suites, Canmore

Jul 3, 2023 - Jul 5, 2023

Itinerary # 72403276024212

Canmore Inn & Suites

3 Jul. 2023 - 5 Jul. 2023

3 rooms | 2 nights

CONFIRMED

Confirmation # 2022461630

Confirmation # 2022461631

Confirmation # 2022461633

We have confirmed your hotel reservation with the property.



[View hotel details](#)

1402 Bow Valley Trail, Canmore, AB, T1W 1N5 Canada

Tel: 1 (403) 6094656, Fax: 1 (403) 6092773

Checking in

- Check-in time starts at 4 PM
- Check-in time ends at midnight
- Minimum check-in age is: 18
- Front desk staff will greet guests on arrival.
- If a late check-in is planned, contact this property directly for their late check-in policy.

Important Hotel Information

Although Expedia does not charge a fee to change or cancel your booking, **Canmore Inn & Suites** may still charge a fee in accordance with its own rules & regulations.

- Cancellations or changes made after 11:00p (property local time) on 2 Jul. 2023 or no-shows are subject to a property fee equal to the first nights rate plus taxes and fees.
- In the case of multiple rooms/units booked together, fees charged by the property apply to each room/unit that is cancelled or changed.
- View your [online itinerary](#) for additional rules and restrictions.

For residents of Québec, prices include a contribution to the Indemnity Fund of C\$1.00 per C\$1,000 of travel services purchased.

Room 1

~~Economy Single Room, 1 Queen Bed~~

Room 2

Economy Single Room, 1 Queen Bed

Confirmation #: 2022461630

Reserved for

Craig Whitehead 1 adult

Requests

1 Queen Bed, non-smoking room

Room 3

Economy Single Room, 1 Queen Bed

Confirmation #: 2022461631

Reserved for

Kristina Larkin 1 adult

Requests

1 Queen Bed, non-smoking room

Room 4

Economy Single Room, 1 Queen Bed

Confirmation #: 2022461633

Reserved for

Christine Light 1 adult

Requests

1 Queen Bed, non-smoking room

Price Summary

Adjusted total

CA \$1,827.18

This hotel may collect a cancellation penalty

Room 1: Cancelled

2 nights

CA \$609.06

Cancellation penalty

CA \$0.00

Room 2

2 nights

Taxes

CA \$609.06

CA \$273.90 /night

CA \$61.26

Room 3

2 nights

Taxes

CA \$609.06

CA \$273.90 /night

CA \$61.26

Room 4

2 nights

Taxes

CA \$609.06

CA \$273.90 /night

CA \$61.26

All prices quoted in CAD.

Payments & credits

The below fees and deposits only apply if they are not included in your selected room rate.

Your adjusted total above reflects the final amount you now owe the hotel.

The price shown above DOES NOT include any applicable hotel service fees, charges for optional incidentals (such as minibar snacks or telephone calls), or regulatory surcharges. The hotel will assess these fees, charges, and surcharges upon check-out.

Complete Your Trip

Get there

Add a Flight

Get around

Add a Car

Find deals on rides to your Hotel

Get a Ride

Get out and explore

Add an Activity

Travel Industry Council of Ontario

In accordance with the *Ontario Travel Industry Act, 2002*, this page contains detailed information on the names, addresses and registration numbers applicable to the providers of travel and ticket fulfillment services.

Ticket fulfillment services provided by Tour East Holidays (Canada) Inc., 1090 Don Mills Road, Suite 305, Toronto, ON M3C 3R6. TICO Registration No.: 50015827

Please do not reply to this message. This email was sent from a notification-only email address that cannot accept incoming email.

You are receiving this transactional email based on a recent booking or account-related update on [Expedia.ca](https://www.expedia.ca).

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ISSUX.SIDX.KEY95910355826.PAIDX.LANGEN_CA.MCIDX.TESTX.VERSX.MIDSX

