

**Trustee Professional Development & Travel Expenses**  
**Trustee - Craig Whitehead**  
**Period- June 1, 2023 - August 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>
PSBAA /ASBA Spring General Meetings	June 1-6, 2023	\$ 888.90		\$ 207.05	\$ 138.00	\$ 1,000.00	\$ 2,233.95
CSBA annual conference	July 2-5, 2023	\$ 1,029.31		\$ 335.32	\$ 86.25	\$ 700.00	\$ 2,150.88
CSBA annual conference registration	July 2-5, 2023				\$ 1,260.00		\$ 1,260.00
PSBAA PD Session	August 9-11, 2023				\$ 735.00		\$ 735.00
<b>Total</b>		<b>\$ 1,918.21</b>	<b>\$ -</b>	<b>\$ 542.37</b>	<b>\$ 2,219.25</b>	<b>\$ 1,700.00</b>	<b>\$ 6,379.83</b>



Suite 1200, 9925 - 109 Street Edmonton, AB T5K 2J8  
 Phone: 780.482.7311 Fax: 780.482.5659  
 www.asba.ab.ca email: finance@asba.ab.ca

# Invoice

Date	Invoice #
7/14/2023	2022317

## INVOICE TO

Lethbridge School Division  
 433 - 15 Street South  
 Lethbridge, AB T1J 2Z5

Terms - Net 30 days

Business No. 10669 4268 RT0001

Quantity	Item	Description	Net	Amount
	000-51000-80	Registration - CSBA Congress 2023 (on-site registration fee - Craig Whitehead, Trustee)	1,200.00	1,200.00
		GST on sales	5.00%	60.00
<b>Electronic Funds Transfer (EFT) Option:</b> Bank of Nova Scotia Beneficiary: Alberta School Boards Association Transit #: 12989 Bank #: 002 Account #: 0386014 Send payment notifications to finance@asba.ab.ca			<b>Subtotal</b>	CAD 1,200.00
			<b>GST 5%</b>	CAD 60.00
			<b>Total</b>	CAD 1,260.00

# Invoice



PUBLIC SCHOOL BOARDS'  
ASSOCIATION OF ALBERTA™

Date	Invoice #
2023-08-08	2023-120

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

**PD Session/Public School Boards Council Meeting**  
**August 9 - 11, 2023**  
**Medicine Hat**

Registrant	Qty	Rate	Amount
Craig Whitehead - Late Registrant	1	700.00	700.00
GST		5.00%	35.00

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: 0000242658 - Created: 08-Jul-2023 02:59.52 PM - By: Craig Whitehead - Processed: 08-Jul-2023 02:59.52 PM - By: Craig Whitehead

**NAME:** Whitehead, Craig (20417)  
**DATES:** From: 02-Jul-2023 To: 05-Jul-2023  
**FUNCTION or MEETING:** CSBA annual conference Check if Travel is in the USA:   
**LOCATION:** Banff

**EXPENSES:**

1. MEALS:				Enter GST on Invoice	Section Total
Breakfast		@ \$ 10.00	\$ 0.00		
Lunch	01	@ \$ 15.00	\$ 15.00		
Dinner	03	@ \$ 20.00	\$ 60.00		
Gratuity automatically calculated		@ .15 %	\$ 11.25		\$ 86.25 (1)
<b>2. HOTELS:</b>					
Hotel: Enter total invoice amount - attach vouchers:			\$ 1029.31	\$ 47.22	
Private Accommodation:		@ \$ 20.00	\$ 0.00		\$ 1029.31 (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	Banff				
	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):	19.54	<b>TOTAL EXPENSES CLAIMED:</b>	(1+2+3+4+5)	\$	1450.88
GST on Invoices:	47.22	Less: ADVANCE		\$	
Total GST:	66.76	<b>NET TOTAL TO BE PAID:</b>		\$	1450.88

**HONORARIA:** Half Day(s) Full Day(s)  
**PER DIEM ALLOWANCE:** 01 Half Day(s) 03 Full Day(s)

▼ **APPROVAL SECTION**

Task ID: 0000242658 - Created: 08-Jul-2023 02:59.53 PM - By: Craig Whitehead - Processed: 10-Jul-2023 07:35.39 AM - By: Christine Lee



Action Taken: No Objection

**ACCOUNTS PAYABLE CLERK SECTION**

Task ID: 0000242658 - Created: 10-Jul-2023 07:35.39 AM - By: Christine Lee

**Travel & Expense Calculator**

Section	Amount Claimed Less GST	GST	Total
Meals:	82.68	3.57	86.25
Hotels:	982.09	47.22	1029.31
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>1384.12</b>	<b>66.76</b>	<b>1450.88</b>
		Less: ADVANCE	0.00
U.S. Dollars:		Exchange Rate:	Exchange: 0.00
		<b>NET TOTAL TO BE PAID:</b>	<b>1450.88</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="1450.88"/>	GST 	<input type="text" value="66.76"/> 



 Add GL

**Total Without Taxes: 1384.12**

**Tax Total: 66.76**

**Total With Taxes: 1450.88**

Authorizer Comment

Invoice Has Not Been Created



Canmore Inn & Suites  
 1402 Bow Valley Trail  
 Canmore, Alberta, Canada T1W 1N5

# Check-out receipt

Name: Craig Whitehead  
 Check-in: Sunday Jul 2 2023  
 Check-out: Monday Jul 3 2023  
 Confirmation #: 37795135  
 Invoice number: 61183  
 Invoice date: 03/07/2023

Unit assignment: 143

Craig Whitehead  
 Alberta xxxxxxxxx  
 Canada  
 kristin.solowoniuk@lethsd.ab.ca  
 T: 403 380 5301

Date	Description of services	Cost(CAD)
02/07/2023	Unit 143: Deluxe 1 King Railway Side with Kitchenette - Standard Rate	369.00
		Sub-total 369.00 AB Room Levy 15.20 DMF 11.07 Room GST 19.00 <b>Total 414.27</b>
		Jul 3, 2023, Visa Manual, Auth. code: xxx6298 414.27
		<b>Amount due (CAD) 0.00</b>

Customer signature: \_\_\_\_\_



Canmore Inn & Suites  
 1402 Bow Valley Trail  
 Canmore, Alberta, Canada T1W 1N5

**Invoice 45671**  
**Terms: payment due on receipt**

Name: Craig Whitehead  
 Check-in: Monday Jul 3 2023  
 Check-out: Wednesday Jul 5 2023  
 Confirmation #: 2022461630  
 Invoice number: 45671  
 Invoice date: 05/07/2023

Unit assignment: 208

Craig Whitehead  
 Canada  
 e7q5gcsf7a@m.expediapartnercentral.com  
 T: 403 6051786

Date	Description of services	Cost(CAD)
03/07/2023	Unit 208: Deluxe 2 Queen Railway Side Pet Friendly - Standard Rate	273.90
04/07/2023	Unit 208: Deluxe 2 Queen Railway Side Pet Friendly - Standard Rate	273.90
Sub-total		547.80
AB Room Levy		22.58
DMF		16.44
Room GST		28.22
Total		615.04
Amount due (CAD)		<b>615.04</b>

Customer signature: \_\_\_\_\_

**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: 0000242657 - Created: 08-Jul-2023 02:49.57 PM - By: Craig Whitehead - Processed: 08-Jul-2023 02:49.57 PM - By: Craig Whitehead

**NAME:** Whitehead, Craig (20417)  
**DATES:** From: 01-Jun-2023 To: 06-Jun-2023  
**FUNCTION or MEETING:** PSBAA /ASBA Spring General Meetings Check if Travel is in the USA:   
**LOCATION:** Calgary

**EXPENSES:**

				Enter GST on Invoice	Section Total
<b>1. MEALS:</b>					
Breakfast	01	@ \$	10.00	\$	10.00
Lunch	02	@ \$	15.00	\$	30.00
Dinner	04	@ \$	20.00	\$	80.00
Gratuity automatically calculated		@	.15 %	\$	18.00
					<b>138.00 (1)</b>
<b>2. HOTELS:</b>					
Hotel: Enter total invoice amount - attach vouchers:				\$	888.90
Private Accommodation:		@ \$	20.00	\$	0.00
					<b>888.90 (2)</b>
<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	Calgary				
	410 KMS	@ \$	.505	\$	207.05
					<b>207.05 (3)</b>
<b>4. REGISTRATION FEES:</b>					
Attach approved receipt or voucher				\$	0.00
					<b>0.00 (4)</b>
<b>5. TECHNOLOGY COSTS:</b>					
				\$	0.00
					<b>0.00 (5)</b>

For Office Use Only:					
GST (Auto Calculated Within):	15.57	<b>TOTAL EXPENSES CLAIMED:</b>	(1+2+3+4+5)	\$	1233.95
GST on Invoices:	37.85	Less: ADVANCE		\$	
Total GST:	53.42	<b>NET TOTAL TO BE PAID:</b>		\$	1233.95

**HONORARIA:** Half Day(s) Full Day(s)  
**PER DIEM ALLOWANCE:** Half Day(s) 05 Full Day(s)

▼ **APPROVAL SECTION**

Task ID: 0000242657 - Created: 08-Jul-2023 02:49.57 PM - By: Craig Whitehead - Processed: 10-Jul-2023 07:34.11 AM - By: Christine Lee

Action Taken: No Objection





**ACCOUNTS PAYABLE CLERK SECTION**






Task ID: 0000242657 - Created: 10-Jul-2023 07:34.12 AM - By: Christine Lee


**Travel & Expense Calculator**

Section	Amount Claimed Less GST	GST	Total
Meals:	132.29	5.71	138.00
Hotels:	851.05	37.85	888.90
Transportation Costs:	197.19	9.86	207.05
Registration Fees:	0.00	0.00	0.00
Technology Costs:	0.00	0.00	0.00
<b>Expenses Claimed:</b>	<b>1180.53</b>	<b>53.42</b>	<b>1233.95</b>
		Less: ADVANCE	0.00
U.S. Dollars:		Exchange Rate:	Exchange: 0.00
		<b>NET TOTAL TO BE PAID:</b>	<b>1233.95</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="1233.95"/>	GST 	<input type="text" value="53.42"/> 

 Add GL

**Total Without Taxes: 1180.53**  
**Tax Total: 53.42**  
**Total With Taxes: 1233.95**

Authorizer Comment

Invoice Has Not Been Created

The Westin Calgary  
 320 Fourth Ave SW  
 Calgary, AB T2P 2S6  
 Canada  
 Tel: 403-266-1611 Fax: 403-233-7471



CRAIG WHITEHEAD  
 AL5453 - ALBERTA SCHOOL BOARDS ASSOCIAT

Page Number : 1 Invoice Nbr : 1000329582  
 Guest Number : 1698175  
 Folio ID : A  
 Arrive Date : 04-JUN-23 16:07  
 Depart Date : 06-JUN-23  
 No. Of Guest : 1  
 Room Number : 1219  
 Marriott Bonvoy Number : 6485

Information Invoice

Tax ID : 815462536RT0001  
 The Westin Cal YYCWI JUN-06-2023 05:20 9999

Date	Reference	Description	Charges (CAD)	Credits (CAD)
01-JUN-23	RT1219	Room Chrg - Grp - Association	149.00	
01-JUN-23	RT1219	Goods And Services Tax	7.67	
01-JUN-23	RT1219	Destination Marketing Fee	4.47	
01-JUN-23	RT1219	Tourism Levy	6.14	
02-JUN-23	RT1219	Room Chrg - Grp - Association	149.00	
02-JUN-23	RT1219	Goods And Services Tax	7.67	
02-JUN-23	RT1219	Destination Marketing Fee	4.47	
02-JUN-23	RT1219	Tourism Levy	6.14	
03-JUN-23	RT1219	Room Chrg - Grp - Association	149.00	
03-JUN-23	RT1219	Goods And Services Tax	7.67	
03-JUN-23	RT1219	Destination Marketing Fee	4.47	
03-JUN-23	RT1219	Tourism Levy	6.14	
04-JUN-23	adj	-ADJ SELF PARK DAY		-60.00
04-JUN-23	adj	-ADJ TAX - GST OTHER		-3.00
04-JUN-23	Park1-4	Self Park Day	30.00	
04-JUN-23	Park1-4	TAX - GST OTHER	1.50	
04-JUN-23	RT1219	Room Chrg - Grp - Association	149.00	
04-JUN-23	RT1219	Goods And Services Tax	7.67	
04-JUN-23	RT1219	Destination Marketing Fee	4.47	
04-JUN-23	RT1219	Tourism Levy	6.14	

Continued on the next page

The Westin Calgary  
 320 Fourth Ave SW  
 Calgary, AB T2P 2S6  
 Canada  
 Tel: 403-266-1611 Fax: 403-233-7471



CRAIG WHITEHEAD  
 AL5453 - ALBERTA SCHOOL BOARDS ASSOCIAT

Page Number : 2 Invoice Nbr : 1000329582  
 Guest Number : 1698175  
 Folio ID : A  
 Arrive Date : 04-JUN-23 16:07  
 Depart Date : 06-JUN-23  
 No. Of Guest : 1  
 Room Number : 1219  
 Marriott Bonvoy Number : 6485

Date	Reference	Description	Charges (CAD)	Credits (CAD)
04-JUN-23	RT1219	Self Park General	10.00	
04-JUN-23	RT1219	TAX - GST OTHER	0.50	
05-JUN-23	RT1219	Room Chrg - Grp - Association	149.00	
05-JUN-23	RT1219	Goods And Services Tax	7.67	
05-JUN-23	RT1219	Destination Marketing Fee	4.47	
05-JUN-23	RT1219	Tourism Levy	6.14	
05-JUN-23	RT1219	Self Park General	10.00	
05-JUN-23	RT1219	TAX - GST OTHER	0.50	
JUN-06-2023 VI		Visa		-825.90
		** Total	888.90	-888.90
		*** Balance	0.00	

Continued on the next page

The Westin Calgary  
320 Fourth Ave SW  
Calgary, AB T2P 2S6  
Canada  
Tel: 403-266-1611 Fax: 403-233-7471



CRAIG WHITEHEAD  
AL5453 - ALBERTA SCHOOL BOARDS ASSOCIAT

Page Number : 3 Invoice Nbr : 1000329582  
Guest Number : 1698175  
Folio ID : A  
Arrive Date : 04-JUN-23 16:07  
Depart Date : 06-JUN-23  
No. Of Guest : 1  
Room Number : 1219  
Marriott Bonvoy Number : 6485

For your convenience, we have prepared this zero-balance folio indicating a \$0 balance on your account. Please be advised that any charges not reflected on this folio will be charged to the credit card on file with the hotel. While this folio reflects a \$0 balance, your credit card may not be charged until after your departure. You are ultimately responsible for paying all of your folio charges in full.

GST Summary	Amount (CAD)
Room	38.35
Food & Beverage	0.00
Telephone	0.00
Other Revenue	-0.50
Total	37.85

Stay well, no matter where you travel. Reconnect with your well-being and find your next destination at [westin.com](http://westin.com).

Visit our special offers page: <http://bit.ly/westincalgary>

Signature\_\_\_\_\_

Bring the Westin experience home. Shop [WestinStore.com](http://WestinStore.com).