

Trustee Professional Development & Travel Expenses

Trustee - Kristina Larkin

Period- December 1, 2023 - February 28, 2024

Event or Expenditure item	Dates	Hotel	Flight	Mileage	Other	Per Diem	Total
Shaping the Future Conference	Jan 24-27, 2024	\$ 564.25		\$ 225.50	\$ 881.14		\$ 1,670.89
							\$ -
Total		\$ 564.25	\$ -	\$ 225.50	\$ 881.14	\$ -	\$ 1,670.89

NAME: Larkin, Kristina (20420)
DATES: From: 24-Jan-2024 To: 27-Jan-2024
FUNCTION or MEETING: Shaping the Future Conference
LOCATION: Jasper, Alberta

Check if Travel is in the USA:

EXPENSES:

1. MEALS:

				Enter GST on Invoice	Section Total
Breakfast	01	@ \$ 15.00	\$ 15.00		
Lunch	01	@ \$ 20.00	\$ 20.00		
Dinner	02	@ \$ 30.00	\$ 60.00		
Gratuity automatically calculated		@ .15 %	\$ 14.25	\$	109.25 (1)

2. HOTELS:

Hotel: Enter total invoice amount - attach vouchers:			\$ 544.25	\$ 24.45	
Private Accommodation:	01	@ \$ 20.00	\$ 20.00	\$	564.25 (2)

3. TRANSPORTATION COSTS:

A) Economy Air Fair: Enter total invoice amount - attach receipts			\$	\$	
Taxi Fares - State number of trips:			\$		
OR B) Car Expenses	Calgary				
	410 KMS	@ \$.55	\$ 225.50	\$	225.50 (3)

4. REGISTRATION FEES:

Attach approved receipt or voucher			\$ 771.89	\$ 36.76	\$ 771.89 (4)
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5. TECHNOLOGY COSTS:

	\$	\$	\$	0.00 (5)
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For Office Use Only:

GST (Auto Calculated Within):	15.26	TOTAL EXPENSES CLAIMED:	(1+2+3+4+5)	\$ 1670.89
GST on Invoices:	61.21	Less: ADVANCE		\$
Total GST:	76.47	NET TOTAL TO BE PAID:		\$ 1670.89

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

APPROVAL SECTION

Task ID: 0000260796 - Created: 05-Feb-2024 11:00.48 AM - By: Kristina Larkin - Processed: 05-Feb-2024 11:05.22 AM - By: Christine Lee

Action Taken: No Objection


▼ ACCOUNTS PAYABLE CLERK SECTION

Task ID: 0000260796 - Created: 05-Feb-2024 11:05.23 AM - By: Christine Lee - Processed: 05-Feb-2024 11:19.51 AM - By: Jeremy Schenk

Travel & Expense Calculator

Section	Amount Claimed Less GST	GST	Total
Meals:	104.73	4.52	109.25
Hotels:	539.80	24.45	564.25
Transportation Costs:	214.76	10.74	225.50
Registration Fees:	735.13	36.76	771.89
Technology Costs:	0.00	0.00	0.00
Expenses Claimed:	1594.42	76.47	1670.89
		Less: ADVANCE	0.00
U.S. Dollars:	Exchange Rate:	Exchange:	0.00
		NET TOTAL TO BE PAID:	1670.89

Vendor Number: EM20420 - Larkin, Kristina

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
170104000100032		1670.89	1	76.47
			Total Without Taxes:	1594.42
			Tax Total:	<u>76.47</u>
			Total With Taxes:	1670.89

Authorizer Comment

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Invoice Has Not Been Created

▼ TRUSTEES TRAVEL AND EXPENSE WARRANT

Task ID: 0000260796 - Created: 05-Feb-2024 11:19.51 AM - By: Jeremy Schenk - Processed: 05-Feb-2024 11:20.15 AM - By: Jeremy Schenk

NAME: Larkin, Kristina (20420)
DATES: From: 24-Jan-2024 To: 27-Jan-2024
FUNCTION or MEETING: Shaping the Future Conference
LOCATION: Jasper, Alberta

Check if Travel is in the USA:

EXPENSES:

1. MEALS:				Enter GST on Invoice	Section Total
Breakfast	01	@ \$ 15.00	\$ 15.00		
Lunch	01	@ \$ 20.00	\$ 20.00		
Dinner	02	@ \$ 30.00	\$ 60.00		
Gratuity automatically calculated		@ .15 %	\$ 14.25	\$	109.25 (1)
2. HOTELS:					
Hotel: Enter total invoice amount - attach vouchers:			\$ 520	\$ 24.45	
Private Accommodation:	01	@ \$ 20.00	\$ 20.00	\$	540.00 (2)
3. TRANSPORTATION COSTS:					
A) Economy Air Fair: Enter total invoice amount - attach receipts			\$	\$	
Taxi Fares - State number of trips:			\$		
OR B) Car Expenses	Calgary				
	410 KMS	@ \$.55	\$ 225.50	\$	225.50 (3)
4. REGISTRATION FEES:					
Attach approved receipt or voucher			\$ 771.89	\$ 36.76	\$ 771.89 (4)
5. TECHNOLOGY COSTS:					
			\$	\$	\$ 0.00 (5)

For Office Use Only:					
GST (Auto Calculated Within):	15.26	TOTAL EXPENSES CLAIMED:	(1+2+3+4+5)	\$	1646.64
GST on Invoices:	61.21	Less: ADVANCE		\$	
Total GST:	76.47	NET TOTAL TO BE PAID:		\$	1646.64



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

ACCOUNTS PAYABLE CLERK SECTION




Task ID: 0000260796 - Created: 05-Feb-2024 11:20.15 AM - By: Jeremy Schenk

Travel & Expense Calculator			
Section	Amount Claimed Less GST	GST	Total

Meals:		104.73	4.52	109.25
Hotels:		515.55	24.45	540.00
Transportation Costs:		214.76	10.74	225.50
Registration Fees:		735.13	36.76	771.89
Technology Costs:		0.00	0.00	0.00
Expenses Claimed:		1570.17	76.47	1646.64
			Less: ADVANCE	0.00
U.S. Dollars:		Exchange Rate:	Exchange:	0.00
NET TOTAL TO BE PAID:				1646.64

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"/> 		<input type="text" value="1646.64"/>	GST <input type="text" value="v"/>	<input type="text" value="76.47"/> 
-TRUSTEETRAV-BRDSYS-GEN-BOARD				

 Add GL

Total Without Taxes: 1570.17
Tax Total: 76.47
Total With Taxes: 1646.64

Authorizer Comment

Invoice Has Not Been Created



P.O Box 40
 Jasper, AB, Canada T0E 1E0
 T (780) 852-3301 F (780) 852-5107
 G.S.T. Registration # 84968 1721 RT0004

Room : 0656
Folio # : 943508
Invoice # :
Cashier # : 1223
Page # : 1 of 1
 Group Name : Shaping the Future 2024

Ever Active Schools
Kristina Larkin
Unknown

Arrival : 01-25-24
Departure : 01-27-24

Date	Description	Additional Information	Charges	Credits
01-25-24	Shaping the Future 2024		215.00	
01-25-24	Destination Marketing Fee		5.97	
01-25-24	Room GST		10.25	
01-25-24	Room Tourism Levy		8.20	
01-25-24	Package GST		0.80	
01-26-24	In Room Dining	Room# 0656 : CHECK# 1354552	63.81	
01-26-24	Shaping the Future 2024		215.00	
01-26-24	Destination Marketing Fee		5.97	
01-26-24	Room GST		10.25	
01-26-24	Room Tourism Levy		8.20	
01-26-24	Package GST		0.80	
01-27-24	Mastercard	XXXXXXXXXXXX2957 XX/XX		544.25
Total			544.25	544.25
Balance Due			0.00	

GST Summary

Room : 20.50
F&B : 2.35
Other : 1.60
Total : 24.45

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Shaping The Future 2024



Main Conference CA\$771.89

Fairmont Jasper Park Lodge, 1 Old Lodge Road, Jasper, AB T0E 1E0, Canada

Thursday, January 25, 2024 at 12:00 PM - Saturday, January 27, 2024 at 2:30 PM (MST)

Eventbrite Completed

GST CA\$36.76

Order Information

Name

Order #8672249069. Ordered by Kristina Larkin on January 10, 2024 1:25 PM

Kristina Larkin



867224906914343813769001

Event Information:

Thank you for registering for Shaping the Future 2024. Please save this email for future reference as it includes many important details as well as your official receipt!

Watch your email for further details as they are available, be sure to add info@everactive.org to your contacts to avoid our emails ending up in your spam/junk folder! Also, check the Shaping the Future 2024 website (<https://everactive.org/events/stf/>) frequently as updates will be posted there as well.

Delegates under the age of 18 will be required to have a parent/guardian fill out a PIPA form - forms will be available to you upon your arrival.

All cancellations are subject to a \$50 cancellation fee. Registration details may be modified until January 10, 2024, after January 10, 2024, no cancellations with a refund will be accepted. Contact info@everactive.org for assistance in modifying or cancelling your registration. Please note that Eventbrite fees are non-refundable and not included in the \$50 cancellation fee.

Be sure to book your hotel room as soon as possible! Rooms will book up quickly at the conference hotel. Check out <https://everactive.org/events/stf/> for more details on how to book your hotel room.

If you have any questions or concerns leading up to the event please contact us at info@everactive.org. We look forward to welcoming you to Shaping the Future 2024 in Jasper, Alberta.

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