

**Trustee Professional Development & Travel Expenses**  
**Trustee - Craig Whitehead**  
**Period- March 1, 2024 - May 31, 2024**

<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>
Printer ink	01-Apr-24				\$ 115.79		\$ 115.79
PSBAA/ASBA Spring general meetings	May 30 - June 4, 2024	\$ 976.55		\$ 225.50	\$ 143.75	\$ 1,200.00	\$ 2,545.80
							\$ -
<b>Total</b>		<b>\$ 976.55</b>	<b>\$ -</b>	<b>\$ 225.50</b>	<b>\$ 259.54</b>	<b>\$ 1,200.00</b>	<b>\$ 2,661.59</b>

**NAME:** Whitehead, Craig (20417)  
**DATES:** From: 30-May-2024 To: 04-Jun-2024  
**FUNCTION or MEETING:** PSBAA/ASBA Spring general meetings Check if Travel is in the USA:   
**LOCATION:** Calgary

**EXPENSES:**

1. MEALS:				Enter GST on Invoice	Section Total
Breakfast	01	@ \$ 15.00	\$ 15.00		
Lunch	01	@ \$ 20.00	\$ 20.00		
Dinner	03	@ \$ 30.00	\$ 90.00		
Gratuity automatically calculated		@ .15 %	\$ 18.75	\$	143.75 (1)
<b>2. HOTELS:</b>					
Hotel: Enter total invoice amount - attach vouchers:			\$ 976.55	\$ 44.95	
Private Accommodation:		@ \$ 20.00	\$ 0.00	\$	976.55 (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	Calgary				
	410 KMS	@ \$ .55	\$ 225.50	\$	225.50 (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):	16.69	<b>TOTAL EXPENSES CLAIMED:</b>	(1+2+3+4+5)	\$	1345.80
GST on Invoices:	44.95	Less: ADVANCE		\$	
Total GST:	61.64	<b>NET TOTAL TO BE PAID:</b>		\$	1345.80

**HONORARIA:** Half Day(s) 06 Full Day(s)  
**PER DIEM ALLOWANCE:** Half Day(s) Full Day(s)

**APPROVAL SECTION**

Task ID: 0000276142 - Created: 10-Jun-2024 01:43.57 PM - By: Craig Whitehead - Processed: 10-Jun-2024 04:33.22 PM - By: Christine Lee



Action Taken: No Objection

**ACCOUNTS PAYABLE CLERK SECTION**

Task ID: 0000276142 - Created: 10-Jun-2024 04:33.22 PM - By: Christine Lee

**Travel & Expense Calculator**

Section	Amount Claimed Less GST	GST	Total
Meals:	137.80	5.95	143.75
Hotels:	931.60	44.95	976.55
Transportation Costs:	214.76	10.74	225.50
Registration Fees:	0.00	0.00	0.00
Technology Costs:	0.00	0.00	0.00
<b>Expenses Claimed:</b>	<b>1284.16</b>	<b>61.64</b>	<b>1345.80</b>
		Less: ADVANCE	0.00
U.S. Dollars:	Exchange Rate:	Exchange:	0.00
		<b>NET TOTAL TO BE PAID:</b>	<b>1345.80</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"/> 		<input type="text" value="1345.80"/>	GST 	<input type="text" value="61.64"/> 

**-TRUSTEETRAV-BRDSYS-GEN-BOARD** 

 Add GL

**Total Without Taxes: 1284.16**  
**Tax Total: 61.64**  
**Total With Taxes: 1345.80**

Authorizer Comment

Invoice Has Not Been Created

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



CRAIG WHITEHEAD  
 AL5482 - ALBERTA SCHOOL BOARDS ASSOCIAT

Page Number : 1 Invoice Nbr : 1000382532  
 Guest Number : 1786313  
 Folio ID : A  
 Arrive Date : 01-JUN-24 13:18  
 Depart Date : 04-JUN-24  
 No. Of Guest : 1  
 Room Number : 827  
 Marriott Bonvoy Number : 6485

Information Invoice

Tax ID : 815462536RT0001  
 The Westin Cal YYCWI JUN-04-2024 04:10 9999

Date	Reference	Description	Charges (CAD)	Credits (CAD)
01-JUN-24	RT827	Room Chrg - Grp - Association	159.00	
01-JUN-24	RT827	Goods And Services Tax	8.19	
01-JUN-24	RT827	Destination Marketing Fee	4.77	
01-JUN-24	RT827	Tourism Levy	6.55	
01-JUN-24	RT827	Self Park General	10.00	
01-JUN-24	RT827	TAX - GST OTHER	0.50	
01-JUN-24	RT827	Self Park General	10.00	
01-JUN-24	RT827	TAX - GST OTHER	0.50	
02-JUN-24	RT827	Room Chrg - Grp - Association	159.00	
02-JUN-24	RT827	Goods And Services Tax	8.19	
02-JUN-24	RT827	Destination Marketing Fee	4.77	
02-JUN-24	RT827	Tourism Levy	6.55	
02-JUN-24	RT827	Self Park General	10.00	
02-JUN-24	RT827	TAX - GST OTHER	0.50	
02-JUN-24	RT827	Self Park General	10.00	
02-JUN-24	RT827	TAX - GST OTHER	0.50	
03-JUN-24	RT827	Room Chrg - Grp - Association	159.00	
03-JUN-24	RT827	Goods And Services Tax	8.19	
03-JUN-24	RT827	Destination Marketing Fee	4.77	
03-JUN-24	RT827	Tourism Levy	6.55	

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 320 Fourth Ave SW  
 Calgary, AB T2P 2S6  
 Canada  
 Tel: 403-266-1611



CRAIG WHITEHEAD  
 AL5482 - ALBERTA SCHOOL BOARDS ASSOCIAT

Page Number : 2 Invoice Nbr : 1000382532  
 Guest Number : 1786313  
 Folio ID : A  
 Arrive Date : 01-JUN-24 13:18  
 Depart Date : 04-JUN-24  
 No. Of Guest : 1  
 Room Number : 827  
 Marriott Bonvoy Number : 6485

Date	Reference	Description	Charges (CAD)	Credits (CAD)
03-JUN-24	RT827	Self Park General	10.00	
03-JUN-24	RT827	TAX - GST OTHER	0.50	
03-JUN-24	RT827	Self Park General	10.00	
03-JUN-24	RT827	TAX - GST OTHER	0.50	
JUN-04-2024	VI	Visa		-598.53
		** Total	598.53	-598.53
		*** Balance	0.00	

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Calgary, AB T2P 2S6  
Canada  
Tel: 403-266-1611



CRAIG WHITEHEAD  
AL5482 - ALBERTA SCHOOL BOARDS ASSOCIAT

Page Number : 3 Invoice Nbr : 1000382532  
Guest Number : 1786313  
Folio ID : A  
Arrive Date : 01-JUN-24 13:18  
Depart Date : 04-JUN-24  
No. Of Guest : 1  
Room Number : 827  
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	24.57
Food & Beverage	0.00
Telephone	0.00
Other Revenue	3.00
Total	27.57

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 Canada  
 Tel: 403-266-1611



CRAIG WHITEHEAD  
 PO BOX 504  
 PICTURE BUTTE, AB, T0K1V0  
 Canada  
 PU5180 - PUBLIC SCHOOL BOARDS ASSOCIATI

Page Number : 1 Invoice Nbr : 1000381870  
 Guest Number : 1786315  
 Folio ID : A  
 Arrive Date : 30-MAY-24 13:52  
 Depart Date : 01-JUN-24 13:18  
 No. Of Guest : 1  
 Room Number : 827  
 Marriott Bonvoy Number : 6485

Copy Tax Invoice

Tax ID : 815462536RT0001

The Westin Cal YYCWI JUN-04-2024 08:57 JCAST487

Date	Time	Reference	Description	Charges (CAD)	Credits (CAD)
30-MAY-24	02:46	RT827	Room Chrg - Grp - Association	159.00	
30-MAY-24	02:46	RT827	Goods And Services Tax	8.19	
30-MAY-24	02:46	RT827	Destination Marketing Fee	4.77	
30-MAY-24	02:46	RT827	Tourism Levy	6.55	
30-MAY-24	02:46	RT827	Self Park General	10.00	
30-MAY-24	02:46	RT827	TAX - GST OTHER	0.50	
31-MAY-24	03:15	RT827	Room Chrg - Grp - Association	159.00	
31-MAY-24	03:15	RT827	Goods And Services Tax	8.19	
31-MAY-24	03:15	RT827	Destination Marketing Fee	4.77	
31-MAY-24	03:15	RT827	Tourism Levy	6.55	
31-MAY-24	03:15	RT827	Self Park General	10.00	
31-MAY-24	03:15	RT827	TAX - GST OTHER	0.50	
01-JUN-24	13:18	VI	Visa-6298		-378.02

Approve EMV Receipt for VI - 6298: PIN Verified  
 TC:41E7CF6D14445120 IAD:06051203642002 TVR:0080008000  
 AID:A0000000031010 Application Label:Visa Credit

\*\* Total 378.02 -378.02

Continued on the next page

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320 Fourth Ave SW  
Calgary, AB T2P 2S6  
Canada  
Tel: 403-266-1611



CRAIG WHITEHEAD  
PO BOX 504  
PICTURE BUTTE, AB, T0K1V0  
Canada  
PU5180 - PUBLIC SCHOOL BOARDS ASSOCIATI

Page Number : 2 Invoice Nbr : 1000381870  
Guest Number : 1786315  
Folio ID : A  
Arrive Date : 30-MAY-24 13:52  
Depart Date : 01-JUN-24 13:18  
No. Of Guest : 1  
Room Number : 827  
Marriott Bonvoy Number : 6485

\*\*\* Balance 0.00

GST Summary	Amount (CAD)
Room	16.38
Food & Beverage	0.00
Telephone	0.00
Other Revenue	1.00
Total	17.38

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Signature\_\_\_\_\_

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**NAME:** Whitehead, Craig (20417)  
**DATES:** From: 05-Apr-2024 To: 05-Apr-2024

**FUNCTION or MEETING:** printer ink expense  Check if Travel is in the USA:

**LOCATION:**

**EXPENSES:**

1. MEALS:			Enter GST on Invoice	Section Total
Breakfast	@ \$ 15.00	\$ 0.00		
Lunch	@ \$ 20.00	\$ 0.00		
Dinner	@ \$ 30.00	\$ 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	@ \$ .55	\$ 0.00		\$ 0.00 (3)
<b>4. REGISTRATION FEES:</b>				
Attach approved receipt or voucher		\$	\$	\$ 0.00 (4)
<b>5. TECHNOLOGY COSTS:</b>				
Printer_Cartridges		\$ 115.79	\$	\$ 115.79 (5)

For Office Use Only:				
GST (Auto Calculated Within):	0.00	<b>TOTAL EXPENSES CLAIMED:</b>	(1+2+3+4+5)	\$ 115.79
GST on Invoices:	0.00	Less: ADVANCE		\$
Total GST:	0.00	<b>NET TOTAL TO BE PAID:</b>		\$ 115.79

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

**APPROVAL SECTION**

Task ID: 0000267354 - Created: 05-Apr-2024 12:09.53 PM - By: Craig Whitehead - Processed: 07-Apr-2024 10:05.03 AM - By: Christine Lee



Action Taken: No Objection

**ACCOUNTS PAYABLE CLERK SECTION**

Task ID: 0000267354 - Created: 07-Apr-2024 10:05.03 AM - 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="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Technology Costs:	<input type="text" value="115.79"/>	<input type="text" value="0.00"/>	<input type="text" value="115.79"/>
<b>Expenses Claimed:</b>	<input type="text" value="115.79"/>	<input type="text" value="0.00"/>	<input type="text" value="115.79"/>
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"/>
<b>NET TOTAL TO BE PAID:</b>			<input type="text" value="115.79"/>

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="160304000100032"/> 		<input type="text" value="115.79"/>	GST <input type="text" value="v"/>	<input type="text" value="5.51"/> 

**-S&M-BRDSYS-GEN-BOARD** 

 Add GL

**Total Without Taxes: 110.28**

**Tax Total: 5.51**

**Total With Taxes: 115.79**

**Authorizer Comment**

Invoice Has Not Been Created

STAPLES CANADA  
Lethbridge  
501 1st Ave.S.Unit #Y03A  
Lethbridge, AB T1J 4J9  
403-317-453C

SALE 0C091 0 016 47531  
011E 04/01/24 12:12

2063060

1	CANON PGI-280XL BK 13803287493	39.293
1	CANON CLI-281 CMYK 660685182479	70.993
SubTotal		110.23
GST 5.00%		5.51
Total		115.73

TRANSACTION RECORD

\*\*\*\*\*6696 \$115.73  
Mastercard H Purchase  
Authorization Number 00021J  
0010012510 47531 66276623  
04/01/24 12:13:33  
01/027 APPROVED - THANK YCU  
MASTERCARD A0000000041010  
0000008000

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go to help.staples.ca.



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