

**Trustee Professional Development & Travel Expenses**  
**Trustee - Craig Whitehead**  
**Period- September 1, 2024 November 30, 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>
PSBAA Annual General Meeting	16-Oct-24	\$ 259.42		\$ 556.60	\$ 34.50	\$ 600.00	\$ 1,450.52
PSBAA Council Meeting	November 14-19, 2024	\$ 648.55		\$ 556.60	\$ 932.50	\$ 1,200.00	\$ 3,337.65
							\$ -
<b>Total</b>		\$ 907.97	\$ -	\$ 1,113.20	\$ 967.00	\$ 1,800.00	\$ 4,788.17

**NAME:** Whitehead, Craig (20417)  
**DATES:** From: 16-Oct-2024 To: 18-Oct-2024  
**FUNCTION or MEETING:** PSBAA Annual General Meeting  
**LOCATION:** Edmonton

Check if Travel is in the USA:

**EXPENSES:**

1. MEALS:				Enter GST on Invoice	Section Total
Breakfast	@ \$	15.00	\$	0.00	
Lunch	@ \$	20.00	\$	0.00	
Dinner	@ \$	30.00	\$	30.00	
Gratuity automatically calculated	@	.15 %	\$	4.50	34.50 (1)
<b>2. HOTELS:</b>					
Hotel: Enter total invoice amount - attach vouchers:			\$	259.42	11.90
Private Accommodation:	@ \$	20.00	\$	0.00	259.42 (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	Edmonton				
	1012 KMS	@ \$ .55	\$	556.60	556.60 (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):	27.93	<b>TOTAL EXPENSES CLAIMED:</b>	(1+2+3+4+5)	\$	850.52
GST on Invoices:	11.90	Less: ADVANCE		\$	
Total GST:	39.83	<b>NET TOTAL TO BE PAID:</b>		\$	850.52

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

**APPROVAL SECTION**

Task ID: 0000287012 - Created: 22-Oct-2024 10:28.37 AM - By: Craig Whitehead - Processed: 22-Oct-2024 10:30.55 AM - By: Christine Lee



Action Taken: No Objection

**ACCOUNTS PAYABLE CLERK SECTION**

Task ID: 0000287012 - Created: 22-Oct-2024 10:30.56 AM - By: Christine Lee

**Travel & Expense Calculator**

Section	Amount Claimed Less GST	GST	Total
Meals:	33.07	1.43	34.50
Hotels:	247.52	11.90	259.42
Transportation Costs:	530.10	26.50	556.60
Registration Fees:	0.00	0.00	0.00
Technology Costs:	0.00	0.00	0.00
<b>Expenses Claimed:</b>	<b>810.69</b>	<b>39.83</b>	<b>850.52</b>
		Less: ADVANCE	0.00
U.S. Dollars:	Exchange Rate:	Exchange:	0.00
<b>NET TOTAL TO BE PAID:</b>			<b>850.52</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="850.52"/>	GST 	<input type="text" value="39.83"/> 

-TRUSTEETRAV-BRDSYS-GEN-BOARD 

 Add GL

**Total Without Taxes: 810.69**

**Tax Total: 39.83**

**Total With Taxes: 850.52**

Authorizer Comment

Invoice Has Not Been Created



Hampton Inn and Suites by Hilton - Edmonton St.  
 Albert, Alberta, Canada  
 585 Mistatim Way NW, Edmonton T6V 0M8 CA  
 7802449015  
 YEAST\_Hampton\_Suites@Hilton.com

Date Range: Oct 16, 2024 - Oct 18, 2024  
 Tax#/ID# :

## Guest Folio

Confirmation Number - 91967440

### Primary Guest

Guest Name WHITEHEAD, CRAIG HODGSON  
 Address 1 CANYON GDNS W  
 City, State, Zip Code LETHBRIDGE AB T1K 6V1  
 Country CA

### ADDN GUESTS

### Hilton Honors

Gold  
 1052642947

### Stay Details

Check In Date Oct 16, 2024  
 Check Out Date Oct 18, 2024  
 Room NQRU - 407  
 Source OWN HOTEL  
 Guests 1/0

### Company Details

Name  
 Tax#/ID#  
 PO Number  
 Account Name ALBERTA  
 RETIRED  
 TEACHERS  
 ASSOCIATION  
 Account Number 3107386

### Other Details

Bill Number  
 Tax/Fee NO  
 Exemption  
 Tax/Fee  
 Exempt Date  
**Travel Agent**  
 IATA  
 Name

Date	Type	Description	Amount
Oct 16, 2024	Charge	GUEST ROOM	\$119.00
Oct 16, 2024	Tax	RM - GST ROOM	\$5.95
Oct 16, 2024	Tax	RM - AB TOURISM LEVY	\$4.76
Oct 17, 2024	Charge	GUEST ROOM	\$119.00
Oct 17, 2024	Tax	RM - GST ROOM	\$5.95
Oct 17, 2024	Tax	RM - AB TOURISM LEVY	\$4.76
Oct 18, 2024	Payments	VISA-6298	-\$259.42

Summary	
Type	Amount
GUEST ROOM	\$238.00
RM - GST ROOM	\$11.90
RM - AB TOURISM LEVY	\$9.52
CREDIT CARD	\$259.42
<b>Folio Balance</b>	<b>\$0.00</b>



PUBLIC SCHOOL BOARDS'  
ASSOCIATION OF ALBERTA™

# Invoice

Date	Invoice #
2024-11-15	2024-192

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

**Public School Boards Council Meeting  
November 15 -16, 2024  
Double Tree West Edmonton**

Registrant	Qty	Rate	Amount
Allison Purcell, Craig Whitehead GST	2	700.00 5.00%	1,400.00 70.00

GST # 122508617RT0001

**Total Amount Due** \$1,470.00

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

**NAME:** Whitehead, Craig (20417)  
**DATES:** From: 14-Nov-2024 To: 19-Nov-2024  
**FUNCTION or MEETING:** PSBAA MEETING/ASBA FGM 2024  
**LOCATION:** Edmonton

Check if Travel is in the USA:

**EXPENSES:**

1. MEALS:				Enter GST on Invoice	Section Total
Breakfast		@ \$ 15.00	\$ 0.00		
Lunch	02	@ \$ 20.00	\$ 40.00		
Dinner	03	@ \$ 30.00	\$ 90.00		
Gratuity automatically calculated		@ .15 %	\$ 19.50	\$	149.50 (1)
<b>2. HOTELS:</b>					
Hotel: Enter total invoice amount - attach vouchers:			\$ 648.55	\$ 29.75	
Private Accommodation:		@ \$ 20.00	\$ 0.00	\$	648.55 (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	Edmonton				
	1012 KMS	@ \$ .55	\$ 556.60	\$	556.60 (3)
<b>4. REGISTRATION FEES:</b>					
Attach approved receipt or voucher			\$	\$	\$ 0.00 (4)
<b>5. TECHNOLOGY COSTS:</b>					
	Paper		\$ 48	\$	\$ 48.00 (5)

For Office Use Only:					
GST (Auto Calculated Within):	32.70	<b>TOTAL EXPENSES CLAIMED:</b>	(1+2+3+4+5)	\$	1402.65
GST on Invoices:	29.75	Less: ADVANCE		\$	
Total GST:	62.45	<b>NET TOTAL TO BE PAID:</b>		\$	1402.65

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

**APPROVAL SECTION**

Task ID: 0000292868 - Created: 09-Dec-2024 07:10.19 PM - By: Craig Whitehead - Processed: 10-Dec-2024 05:08.23 AM - By: Christine Lee



Action Taken: No Objection

**ACCOUNTS PAYABLE CLERK SECTION**

Task ID: 0000292868 - Created: 10-Dec-2024 05:08.24 AM - By: Christine Lee

**Travel & Expense Calculator**

Section	Amount Claimed Less GST	GST	Total
Meals:	<input type="text" value="143.31"/>	<input type="text" value="6.19"/>	<input type="text" value="149.50"/>
Hotels:	<input type="text" value="618.80"/>	<input type="text" value="29.75"/>	<input type="text" value="648.55"/>
Transportation Costs:	<input type="text" value="530.10"/>	<input type="text" value="26.50"/>	<input type="text" value="556.60"/>
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="48.00"/>	<input type="text" value="0.00"/>	<input type="text" value="48.00"/>
<b>Expenses Claimed:</b>	<input type="text" value="1340.21"/>	<input type="text" value="62.44"/>	<input type="text" value="1402.65"/>
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="1402.65"/>

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"/>		<input type="text"/>	<input type="text" value="v"/>	<input type="text"/>
<b>Total Without Taxes:</b>				<b>0.00</b>
<b>Tax Total:</b>				<b>0.00</b>
<b>Total With Taxes:</b>				<b>0.00</b>

**Authorizer Comment**

Invoice Has Not Been Created

CEIPT THIS IS YOUR RECEIPT THIS IS YOUR RECEIPT THIS IS YOUR RECEIPT THIS IS YOUR RECEIPT

**CITY OF EDMONTON**

Terminal: 7010tv  
 Plate: CMF9725  
 LP - P3S Elevators  
 Valid through:  
**MONDAY 18 NOV 24**  
**6:00 PM**

Amount Paid: \$15.00 (GST incl.)  
 Start Time: 11/18/2024 8:48 AM  
 Trn: 2455469986f4b53c

Auth No: 055921  
 Receipt No: 19340  
 \*\*\*\*\*6298

YOUR RECEIPT THIS IS YOUR RECEIPT THIS IS YOUR RECEIPT THIS IS YOUR RECEIPT THIS IS YOUR RECEIPT

**CITY OF EDMONTON**

Terminal: 7010tv  
 Plate: CMF9725  
 LP - P3S Elevators  
 Valid through:  
**TUESDAY 19 NOV 24**  
**2:00 AM**

Amount Paid: \$10.00 (GST incl.)  
 Start Time: 11/18/2024 5:42 PM  
 Trn: 49c6f93607914405

Auth No: 066861  
 Receipt No: 19352  
 \*\*\*\*\*6298

RECEIPT THIS IS YOUR RECEIPT THIS IS YOUR RECEIPT THIS IS YOUR RECEIPT THIS IS YOUR RECEIPT

**CITY OF EDMONTON**

Terminal: 7010tv  
 Plate: CMF9725  
 LP - P3S Elevators  
 Valid through:  
**TUESDAY 19 NOV 24**  
**6:00 PM**

Amount Paid: \$15.00 (GST incl.)  
 Start Time: 11/19/2024 8:52 AM  
 Trn: 8bc852afce6da9c3

Auth No: 073901  
 Receipt No: 19367  
 \*\*\*\*\*6298

TRANSACTION RECORD

MR. MIKES STEAKHOUSE CASUAL-  
 8882 170 ST NW UNIT 1647  
 EDMONTON AB

**Purchase**

Nov 18, 2024 18:53:41  
 VISA \*\*\*\*\*6298  
 TID: \*\*\*\*\*728 Entry: Tap EMV (H)  
 Sequence: 153 045  
 Auth#: 002611 Response: 01-027  
 Batch: 153 Server: 7484  
 Table: 22\_2\_2006 [2006 - 2-LODGE]  
 Check: 306064 [2006 - 2-LODGE]

Amount	\$ 62.49
Tip	\$ 9.45
<b>Total</b>	<b>\$ 61.94</b>

A0000000031010 Visa Credit

**Approved**  
 Signature Not Required

Important: Retain this copy for your record

Cardholder copy

\*\*\*\*\*  
 CHECK # 306064 DATE 11/16/24  
 TABLE # 2006 TIME 6:52PM  
 \*\*\*\*\*

2-LODGE : Max7484

ITEMS ORDERED	AMOUNT
1 WINTFST - \$49.99	49.99
TF - CAES SALAD	
TF - 7oz SIRLOIN	
TF-UBER BROWNIE	

\*\*\*\*\*

SUBTOTAL	49.99
TAX	2.50
<b>TOTAL DUE</b>	<b>52.49</b>

\*\*\*\*\*

# OF GUESTS 1

DID WE NAIL IT?  
 We want to know how we did so lay it on us. We can take it, we promise!  
 Keep this receipt and visit [www.mrmikesfeedback.ca](http://www.mrmikesfeedback.ca) to tell us about your experience today!

MR MIKES - West Edmonton Mall  
 GST # 80643 7695

Are you a REWARDS member?  
 Open our APP and scan to earn and redeem



THIS IS YOUR RECEIPT THIS IS YOUR RECEIPT THIS IS YOUR RECEIPT THIS IS YOUR RECEIPT

**CITY OF EDMONTON**

Terminal: 7010tv  
 Plate: CMF9725  
 LP - P3S Elevators  
 Valid through:  
**SUNDAY 17 NOV 24**  
**10:30 PM**

Amount Paid: \$8.00 (GST incl.)  
 Start Time: 11/17/2024 6:30 PM  
 Trn: 4f3be4ab7ebba4fc

Auth No: 017971  
 Receipt No: 19331  
 \*\*\*\*\*6298

THIS IS YOUR RECEIPT THIS IS YOUR RECEIPT THIS IS YOUR RECEIPT THIS IS YOUR RECEIPT





Hampton Inn and Suites by Hilton - Edmonton St.  
 Albert, Alberta, Canada  
 585 Mistatim Way NW, Edmonton T6V 0M8 CA  
 7802449015  
 YEAST\_Hampton\_Suites@Hilton.com

Date Range: Nov 14, 2024 - Nov 19, 2024  
 Tax#/ID# :

## Guest Folio

Confirmation Number - 85869368

### Primary Guest

Guest Name WHITEHEAD, CRAIG HODGSON  
 Address 1 CANYON GDNS W  
 City, State, Zip Code LETHBRIDGE AB T1K 6V1  
 Country CA

### ADDN GUESTS

### Hilton Honors

Gold  
 1052642947

### Stay Details

Check In Date Nov 14, 2024  
 Check Out Date Nov 19, 2024  
 Room NQRU - 431  
 Source OWN HOTEL  
 Guests 1/0

### Company Details

Name  
 Tax#/ID#  
 PO Number  
 Account Name ALBERTA  
 RETIRED  
 TEACHERS  
 ASSOCIATION  
 Account Number 3107386

### Other Details

Bill Number  
 Tax/Fee NO  
 Exemption  
 Tax/Fee  
 Exempt Date  
**Travel Agent**  
 IATA  
 Name

Date	Type	Description	Amount
Nov 14, 2024	Charge	GUEST ROOM	\$119.00
Nov 14, 2024	Tax	RM - GST ROOM	\$5.95
Nov 14, 2024	Tax	RM - AB TOURISM LEVY	\$4.76
Nov 15, 2024	Charge	GUEST ROOM	\$119.00
Nov 15, 2024	Tax	RM - GST ROOM	\$5.95
Nov 15, 2024	Tax	RM - AB TOURISM LEVY	\$4.76
Nov 16, 2024	Charge	GUEST ROOM	\$119.00
Nov 16, 2024	Tax	RM - GST ROOM	\$5.95
Nov 16, 2024	Tax	RM - AB TOURISM LEVY	\$4.76
Nov 17, 2024	Charge	GUEST ROOM	\$119.00
Nov 17, 2024	Tax	RM - GST ROOM	\$5.95
Nov 17, 2024	Tax	RM - AB TOURISM LEVY	\$4.76
Nov 18, 2024	Charge	GUEST ROOM	\$119.00
Nov 18, 2024	Tax	RM - GST ROOM	\$5.95
Nov 18, 2024	Tax	RM - AB TOURISM LEVY	\$4.76
Nov 19, 2024	Payments	VISA-6298	-\$648.55

### Summary

Type	Amount
GUEST ROOM	\$595.00
RM - GST ROOM	\$29.75
RM - AB TOURISM LEVY	\$23.80
CREDIT CARD	\$648.55
<b>Folio Balance</b>	<b>\$0.00</b>