

Trustee Professional Development & Travel Expenses  
Trustee - Craig Whitehead  
Period- December 1, 2024 - February 28, 2025

Event or Expenditure item	Dates	Hotel	Flight	Mileage	Other	Per Diem	Total
PSBAA Council Meeting	Feb 5-7, 2025	\$ 259.42				\$ 400.00	\$ 659.42
							\$ -
<b>Total</b>		\$ 259.42	\$ -	\$ -	\$ -	\$ 400.00	\$ 659.42

**NAME:** Whitehead, Craig (20417)  
**DATES:** From: 05-Feb-2025 To: 07-Feb-2025  
**FUNCTION or MEETING:** PSBAA 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	02 @ \$ 30.00	\$ 60.00			
Gratuity automatically calculated	@ .15 %	\$ 9.00		\$	69.00 (1)

**2. HOTELS:**

Hotel: Enter total invoice amount - attach vouchers:		\$ 259.42	\$	11.90	
Private Accommodation:	@ \$ 20.00	\$ 0.00		\$	259.42 (2)

**3. TRANSPORTATION COSTS:**

A) Economy Air Fair: Enter total invoice amount - attach receipts		\$	\$		
Taxi Fares - State number of trips:		\$			
<b>OR</b> B) Car Expenses					
KMS	@ \$ .55	\$ 0.00		\$	0.00 (3)

**4. REGISTRATION FEES:**

Attach approved receipt or voucher		\$	\$	\$	0.00 (4)
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**5. TECHNOLOGY COSTS:**

	\$	\$	\$	0.00 (5)
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For Office Use Only:					
GST (Auto Calculated Within):	2.86	<b>TOTAL EXPENSES CLAIMED:</b>	(1+2+3+4+5)	\$	328.42
GST on Invoices:	11.90	Less: ADVANCE		\$	
Total GST:	14.76	<b>NET TOTAL TO BE PAID:</b>		\$	328.42

**HONORARIA:** Half Day(s) Full Day(s)  
**PER DIEM ALLOWANCE:** Half Day(s) 02 Full Day(s)

**APPROVAL SECTION**

Task ID: 0000300740 - Created: 17-Feb-2025 03:58.21 PM - By: Craig Whitehead - Processed: 18-Feb-2025 07:03.08 AM - By: Christine Lee

Action Taken: No Objection

**TRUSTEE EXPENSE WARRANT-PAYROLL SECTION**

**Task ID: 0000300740 - Created: 18-Feb-2025 07:03.08 AM - By: Christine Lee - Processed: 20-Feb-2025 08:47.37 AM - By: Carrie McLaren**

This expense form is being routed to you as the Trustee has entered honoraria or a per diem allowance.

Please print the expense form for processing of payment and as backup documentation.

**ACCOUNTS PAYABLE CLERK SECTION**

**Task ID: 0000300740 - Created: 18-Feb-2025 07:03.09 AM - By: Christine Lee**

**Travel & Expense Calculator**

Section	Amount Claimed Less GST	GST	Total
Meals:	<input type="text" value="66.14"/>	<input type="text" value="2.86"/>	<input type="text" value="69.00"/>
Hotels:	<input type="text" value="247.52"/>	<input type="text" value="11.90"/>	<input type="text" value="259.42"/>
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="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Expenses Claimed:	<input type="text" value="313.66"/>	<input type="text" value="14.76"/>	<input type="text" value="328.42"/>
		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="328.42"/>



Albert, Alberta, Canada  
 585 Mistatim Way NW, Edmonton T6V 0M8 CA  
 7802449015  
 YEAST\_Hampton\_Suites@Hilton.com

Tax#/ID# :

### Guest Folio

Confirmation Number - 91087194

#### 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 Feb 04, 2025  
 Check Out Date Feb 07, 2025  
 Room NQRU - 521  
 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 Exemption NO  
 Tax/Fee Exempt Date  
 Travel Agent IATA  
 Name

Date	Type	Description	Amount
Feb 05, 2025	Tax	RM - GST ROOM	\$0.00
Feb 05, 2025	Tax	RM - AB TOURISM LEVY	\$0.00
Feb 06, 2025	Tax	MISC - GST OTHER	\$0.00
Feb 06, 2025	Charge	FEBRUARY 5, 2025	\$119.00
Feb 06, 2025	Tax	RM - GST ROOM	\$5.95
Feb 06, 2025	Tax	RM - AB TOURISM LEVY	\$4.76
Feb 06, 2025	Charge	GUEST ROOM	\$119.00
Feb 06, 2025	Tax	RM - GST ROOM	\$5.95
Feb 06, 2025	Tax	RM - AB TOURISM LEVY	\$4.76
Feb 07, 2025	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>

Check In Time 01:30 AM  
 Check Out Time 08:49 AM  
 Reservations hiltonhotels.com or +1-800-HILTONS