

Trustee Professional Development & Travel Expenses

Trustee - Allison Purcell

Period- March 1, 2025 - May 31, 2025

Event or Expenditure item	Dates	Hotel	Flight	Mileage	Other	Per Diem	Total
PSBAA Conference and AGM		\$ 379.46		\$ 556.60	\$ 126.50		\$ 1,062.56
ASCA Conference and AGM - Virtual						\$ 400.00	\$ 400.00
							\$ -
Total		\$ 379.46	\$ -	\$ 556.60	\$ 126.50	\$ 400.00	\$ 1,462.56

NAME:

Purcell, Allison (20416)

DATES:

From: 09-Apr-2025 To: 11-Apr-2025

FUNCTION or MEETING:

PSBAA Conference and AGM and MLAs event

Check if Travel is in the USA:
☐

LOCATION:

Edmonton

EXPENSES:					Enter GST on Invoice	Section Total
1. MEALS:						
Breakfast	02	@ \$	15.00	\$	30.00	
Lunch	01	@ \$	20.00	\$	20.00	
Dinner	02	@ \$	30.00	\$	60.00	
Gratuity automatically calculated		@	.15 %	\$	16.50	
						\$ 126.50 (1)
2. HOTELS:						
Hotel: Enter total invoice amount - attach vouchers:				\$	379.46	\$ 17.40
Private Accommodation:		@ \$	20.00	\$	0.00	\$ 379.46 (2)
3. TRANSPORTATION COSTS:						
A) Economy Air Fair: Enter total invoice amount - attach receipts				\$		\$
Taxi Fares - State number of trips:				\$		
OR	B) Car Expenses			Edmonton		
	1012 KMS	@ \$	.55	\$	556.60	\$ 556.60 (3)
4. REGISTRATION FEES:						
Attach approved receipt or voucher				\$		\$ 0.00 (4)
5. TECHNOLOGY COSTS:						
				\$		\$ 0.00 (5)

For Office Use Only:

GST (Auto Calculated Within):

31.74

TOTAL EXPENSES CLAIMED:

(1+2+3+4+5)

\$

1062.56

GST on Invoices:

17.40

Less: ADVANCE

\$

Total GST:

49.14

NET TOTAL TO BE PAID:

\$

1062.56

HONORARIA:

Half Day(s)

Full Day(s)

PER DIEM ALLOWANCE:

Half Day(s)

03 Full Day(s)

APPROVAL SECTION

Task ID: 0000306884 - Created: 11-Apr-2025 04:07.20 PM - By: Allison Purcell - Processed: 14-Apr-2025 02:44.48 PM - By: Christine Lee

Action Taken: No Objection

ACCOUNTS PAYABLE CLERK SECTION

Task ID: 0000306884 - Created: 14-Apr-2025 02:44.48 PM - By: Christine Lee

Travel & Expense Calculator

Section	Amount Claimed Less GST	GST	Total
Meals:	121.26	5.24	126.50
Hotels:	362.06	17.40	379.46
Transportation Costs:	530.10	26.50	556.60
Registration Fees:	0.00	0.00	0.00
Technology Costs:	0.00	0.00	0.00
Expenses Claimed:	1013.42	49.14	1062.56
Less: ADVANCE			0.00
U.S. Dollars:	Exchange Rate:	Exchange:	0.00
NET TOTAL TO BE PAID:			1062.56

Vendor Number:

EM20416

Purcell, Allison



Address 1:

4118 21 AVENUE SOUTH

Address 2:

Address 3:

City:

LETHBRIDGE

Province:

AB

Country:

CAN

Postal Code:

T1K4Y2

Paid By:

EFT

GL Account Number

Taxes
Included

Amount

Tax Code

Tax Amount

- 170104000100032



1062.56

GST



49.14



-TRUSTEETRAV-BRDSYS-GEN-BOARD

+ Add GL

Total Without Taxes: 1013.42

Tax Total: 49.14

Total With Taxes: 1062.56

Authorizer Comment

Invoice Has Not Been Created



DOUBLETREE BY HILTON WEST EDMONTON
16615 109TH AVE, EDMONTON, AB, T5P4K8
Canada
TELEPHONE 780-484-0821 • FAX 780-486-1634
Reservations
www.hilton.com or 1 800 HILTONS

PIKE, ALLISON

4118 21 AVE S

LETHBRIDGE AB T1K4Y2

CANADA

Room No: 1915/NK
Arrival Date: 4/9/2025 1:51:00 PM
Departure Date: 4/11/2025 12:16:00 PM
Adult/Child: 1/0
Cashier ID: gbrar6
Room Rate: 169.00
AL:
HH # 693669263 BLUE
VAT # GST# 74111-4326 RT0001
Folio No/Che 481320 A

Confirmation Number: 97906122

DOUBLETREE BY HILTON WEST EDMONTON 4/11/2025 12:55:00 PM

DATE	DESCRIPTION	Cashier ID	Transaction ID	GUEST CHARGES	CREDIT	BALANCE
4/9/2025	GUEST ROOM	RAPA	3443854	\$169.00		
4/9/2025	AB TOURISM LEVY	RAPA	3443854	\$6.96		
4/9/2025	DMF	RAPA	3443854	\$5.07		
4/9/2025	GST	RAPA	3443854	\$8.70		
4/10/2025	GUEST ROOM	RAPA	3444955	\$169.00		
4/10/2025	AB TOURISM LEVY	RAPA	3444955	\$6.96		
4/10/2025	DMF	RAPA	3444955	\$5.07		
4/10/2025	GST	RAPA	3444955	\$8.70		
4/11/2025	VS *4841	LINTR	3445328		(\$379.46)	
	REF=0000481320-00672648 CHIP					
	05					
	Application Label: CREDIT					
	TC: 08CA4857E1C6173C					
	TVR: 008000C000					
	AID: A0000000031010					
BALANCE						\$0.00

	Revenue	Tax
Total Invoice Amount	\$338.00	\$41.46

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GST# 74111-4326 RT0001