Trustee Professional Development & Travel Expenses
Trustee - Craig Whitehead
Period- March 1, 2025 - May 31, 2025

Event or Expenditure item	Dates	Hotel	Flight	Mileage	Other	Per Diem	Total
PSBAA meeting	April 9-11, 2025	$ 151.51		$ 556.60	$ 94.00	$ 600.00	**$ 1,402.11**
							$ -
							$ -
Total		**$ 151.51**	**$ -**	**$ 556.60**	**$ 94.00**	**$ 600.00**	**$ 1,402.11**

NAME:		**Whitehead, Craig (20417)**			
DATES:	From:	**09-Apr-2025**	To:	**11-Apr-2025**	
FUNCTION or MEETING:		**PSBAA meeting**			Check if Travel is in the USA: ☐
LOCATION:		**Edmonton**			

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:				$	**151.51**	$	**6.95**			
	Private Accommodation:		@ $	**20.00**	$	**0.00**			$	**151.51**	(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				$	**25**	$		$	**25.00**	(4)
5. TECHNOLOGY COSTS:											
					$		$		$	**0.00**	(5)

For Office Use Only:					
GST (Auto Calculated Within):	**29.36**	**TOTAL EXPENSES CLAIMED:**	(1+2+3+4+5)	$	**802.11**
GST on Invoices:	**6.95**	Less: ADVANCE		$	
Total GST:	**36.31**	**NET TOTAL TO BE PAID:**		$	**802.11**

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

APPROVAL SECTION

Task ID: 0000315252 - Created: 17-Jun-2025 10:26.34 AM - By: Craig Whitehead - Processed: 17-Jun-2025 10:28.23 AM - By: Christine Lee

Action Taken: No Objection

ACCOUNTS PAYABLE CLERK SECTION

Task ID: 0000315252 - Created: 17-Jun-2025 10:28.23 AM - By: Christine Lee

Travel & Expense Calculator

Section	Amount Claimed Less GST	GST	Total
Meals:	66.14	2.86	69.00
Hotels:	144.56	6.95	151.51
Transportation Costs:	530.10	26.50	556.60
Registration Fees:	25.00	0.00	25.00
Technology Costs:	0.00	0.00	0.00
Expenses Claimed:	765.80	36.31	802.11
		Less: ADVANCE	0.00
U.S. Dollars:	Exchange Rate:	Exchange:	0.00
		NET TOTAL TO BE PAID:	802.11

Vendor Number: EM20417 **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
170104000100032 **-TRUSTEETRAV-BRDSYS-GEN-BOARD**	✓	802.11	GST	38.20

Add GL

Total Without Taxes:	**763.91**
Tax Total:	**38.20**
Total With Taxes:	**802.11**

Authorizer Comment

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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: 2025-04-10 - 2025-04-11
Tax#/ID# :

Guest Folio

Confirmation Number - 54492677

Primary Guest

Guest Name	WHITEHEAD, CRAIG
Address	1 CANYON
City, State, Zip Code	Lethbridge AB T1K 6V1
Country	CA

ADDN GUESTS

CRAIG WHITEHEAD

Stay Details

Check In Date	Apr 10, 2025
Check Out Date	Apr 11, 2025
Room	NKXU - 411
Source	OWN HOTEL
Guests	1/0

Company Details

Name	
Tax#/ID#	
PO Number	
Account Name	RETIRED TEACHERS ASSOCIATION
Account Number	2753699

Other Details

Bill Number	
Tax/Fee Exemption	NO
Tax/Fee Exempt Date	

Travel Agent

IATA	
Name	

Date	Type	Description	Amount
Apr 10, 2025	Charge	GUEST ROOM	$139.00
Apr 10, 2025	Tax	RM - GST ROOM	$6.95
Apr 10, 2025	Tax	RM - AB TOURISM LEVY	$5.56
Apr 11, 2025	Payments	VISA-6298	($151.51)

Summary

Type	Amount
GUEST ROOM	$139.00
RM - GST ROOM	$6.95
RM - AB TOURISM LEVY	$5.56
CREDIT CARD	$151.51
Folio Balance	**$0.00**

Check In Time	**12:26 PM**	**Reservations hiltonhotels.com or +1-800-HILTONS**
Check Out Time	**08:33 AM**	

RECEIPT

Impark Lot 02-383

License Plate Number

CMF9725

Expiration Date/Time

06:00 AM

APR 10, 2025

Purchase Date/Time: 05:42pm Apr 09, 2025
Total Parking: $23.81
Total GST: $1.19
Total Due: $25.00
Total Paid: $25.00
Ticket #: 30079371
S/N #: 520116251012
Setting: Lot 383
Mach Name: Meter 1

Rate: $25 - All Evening
Pmt Type: CC (Swipe)

#****-6298, Visa

Auth # 068261

gst #887315638RT0006
NO IN AND OUT PRIVILEGES

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