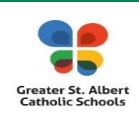




Greater St. Albert Catholic Schools

Trustee Crockett Expense Summary

2017-2018 School Year



FTE: 1.0

Type	Description	Current Budget	Year To Date Expenses	Variance to Budget
Remuneration				
	Trustees Honorarium	\$11,610	\$11,609	1
	Per Diem (Trustee Budget)	\$4,160	\$4,160	0
Remuneration Total		\$15,770	\$15,769	1

Benefits				
	Life, AD&D, Ext Health, Dental, CPP, EI	\$5,714	\$5,506	208
Benefits Total		\$5,714	\$5,506	208

Allowances				
	General Expenses	\$1,745	\$1,742	3
	Position - N/A	\$0	\$0	0
Allowances Total		\$1,745	\$1,742	3

Expenses				
	Cell Phone Costs	\$0	\$0	0
	Dues, Fees, Memberships	\$2,309	\$2,306	3
	Meals And Hospitality	\$190	\$189	1
	Supplies/Other	\$0	\$0	0
	Travel to/from Board Meetings	\$10	\$10	0
	Travel (Trustee Budget)	\$4,090	\$4,082	8
	Budget Transfer Between Trustees	\$0	-	-
	Flexible Funds	\$0	-	-
Expenses Total		\$6,599	\$6,587	12

Trustee Budget Totals	\$29,828	\$29,604	\$224
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Per Diems Charged to General Trustee Budget	\$640
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Travel Charged to General Trustee Budget	\$0
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Trustee Expense Claim Form for 2017-2018

v 4.3

TR- 01126

Trustee: **Crockett, Joan**

Total Reimbursement

\$1,055.60Dates Covered by Claim: From: **Sep 01, 17**To: **Oct 18, 17**

Spg: 07

Account to Charge:										
Date	Event Description	Category	Location	General or Trustee	No. of Hours	Mileage (in km)	Parking	Other	GST included in Other	Details of Other
Sep 13, 17	Chamber Luncheon	Chamber of Commerce	St Albert	Trustee	2	5.0				
Sep 15, 17	Healing Garden Ceremony	Other	St Albert	General	3	5.0				
Sep 20, 17	Classroom Improvement Fund (CIF)	Committee Meeting	St Albert	General	3	5.0				
Sep 25, 17	School Act Consultation	Government Meeting	Edmonton	General	6	40.0	\$14.00			
Sep 26, 17	School Act Consultation	Government Meeting	Edmonton	General	6	40.0	\$14.00			
Sep 29, 17	First Nations Committee Mtg	Other	St Albert	General	3	5.0				
Sep 13, 17	Albert Lacombe School Council	Municipal Councils	St Albert	Trustee	3	5.0				
Oct 06, 17	Celebration at Vital Grandin	School Events	St Albert	Trustee	1	5.0				
Oct 11, 17	Chamber Luncheon	Chamber of Commerce	St Albert	Trustee	2	5.0				
Oct 17, 17	Albert Lacombe School Council	School Council	St Albert	Trustee	2	5.0				
Oct 18, 17	Sean McGuinness Farewell	Other	St Albert	Trustee	2	5.0				
Oct 18, 17	Audit Committee Mtg	Committee Meeting	St Albert	General	3	5.0				
TOTALS	Number of Events: 12				36	130.0	\$28.00	\$0.00	\$0.00	

Note: All mileage, regardless if designated as general or trustee for per diem purposes, is charged to the trustee budget.

Note: The amount of taxable mileage to be included on your T4 from this claim is \$0.00

Comments / Explanation:

Trustee Expense Calculation	General Account	Trustee Account	Total Reimbursement to Trustee
Number of Hours charged	24	12	
Number of Per Diems	8	4	
Per Diem Claim Amount: \$80 each	\$640.00	\$320.00	\$960.00
Non-Taxable Mileage in KM	n/a	130.0	
Non-Taxable Mileage at \$0.52 / KM	n/a	\$67.60	\$67.60
Taxable Mileage in KM	n/a	0.0	
Taxable Mileage at \$0.52 / KM	n/a	\$0.00	\$0.00
Parking	n/a	\$28.00	\$28.00
Other	\$0.00	\$0.00	\$0.00
Total Expenses	\$640.00	\$415.60	\$1,055.60

I certify that this claim is correct

"submitted electronically via Trustee email"

Trustee Signature

Finance Dept Only				AP Processing			
TR- 01126				Vendor ID#: EM10572			
				General Acct:	Amount w/gst	GST in amt	
				Other	\$0.00	\$0.00	
				Other			
Payroll Processing				10572	Trustee Acct:		
Per Diem: G	1-463-07-01-00-000-08	8 x \$80	\$640.00	Non-Taxable Mileage	1-462-07-01-07-000-08	\$67.60	\$3.22
				Taxable Mileage	1-462-07-01-07-003-08	\$0.00	\$0.00
Per Diem: T	1-463-07-01-07-000-08	4 x \$80	\$320.00	Parking	1-462-07-01-07-000-08	\$28.00	\$1.33
				Other		\$0.00	\$0.00
PAYROLL Total				\$960.00	Other		
				AP Total		\$95.60	\$4.55

"reviewed by Chair & authorized by email"

Board Chair/Vice-Chair Authorization for General Account Expenses

- authorized for payment & posting

Secretary Treasurer's Signature

Trustee Expense Claim Form for 2017-2018

v 4.3

TR- 01130

Trustee: **Crockett, Joan**

Total Reimbursement

\$40.00Dates Covered by Claim: From: **Oct 11, 17**To: **Oct 11, 17**

Spg: 07

Account to Charge:										
Date	Event Description	Category	Location	General or Trustee	No. of Hours	Mileage (in km)	Parking	Other	GST included in Other	Details of Other
Oct 11, 17	Chamber Luncheon	Chamber of Commerce	St Albert	Trustee				\$40.00		Luncheon Fee
TOTALS	Number of Events: 1				0	0.0	\$0.00	\$40.00	\$0.00	

Note: All mileage, regardless if designated as general or trustee for per diem purposes, is charged to the trustee budget.

Note: The amount of taxable mileage to be included on your T4 from this claim is \$0.00

Comments / Explanation:

Trustee Expense Calculation	General Account	Trustee Account	Total Reimbursement to Trustee
Number of Hours charged	0	0	
Number of Per Diems	0	0	
Per Diem Claim Amount: \$80 each	\$0.00	\$0.00	\$0.00
Non-Taxable Mileage in KM	n/a	0.0	
Non-Taxable Mileage at \$0.52 / KM	n/a	\$0.00	\$0.00
Taxable Mileage in KM	n/a	0.0	
Taxable Mileage at \$0.52 / KM	n/a	\$0.00	\$0.00
Parking	n/a	\$0.00	\$0.00
Other	\$0.00	\$40.00	\$40.00
Total Expenses	\$0.00	\$40.00	\$40.00

I certify that this claim is correct

"submitted electronically via Trustee email"

Trustee Signature

Finance Dept Only				AP Processing		Vendor ID#: EM10572	
TR- 01130				General Acct:		Amount w/gst	GST in amt
				Other		\$0.00	\$0.00
				Other			
Payroll Processing				Trustee Acct:			
Per Diem: G	1-463-07-01-00-000-08	0 x \$80	\$0.00	Non-Taxable Mileage	1-462-07-01-07-000-08	\$0.00	\$0.00
				Taxable Mileage	1-462-07-01-07-003-08	\$0.00	\$0.00
Per Diem: T	1-463-07-01-07-000-08	0 x \$80	\$0.00	Parking	1-462-07-01-07-000-08	\$0.00	\$0.00
				Other	1-552-07-01-07-000-08	\$40.00	\$0.00
PAYROLL Total				Other			
				AP Total		\$40.00	\$0.00

Trustee Account ONLY - Authorization Not Required

Board Chair/Vice-Chair Authorization for General Account Expenses

- authorized for payment & posting

Secretary Treasurer's Signature

Trustee: **Crockett, Joan**

Total Reimbursement

\$2,359.41Dates Covered by Claim: From: **Oct 27, 17**To: **Nov 21, 17**

Spg: 07

Account to Charge:										
Date	Event Description	Category	Location	General or Trustee	No. of Hours	Mileage (in km)	Parking	Other	GST included in Other	Details of Other
Oct 27, 17	Zone 2/3 for Trustee Becigneul	Zone Meeting	Edmonton	General	6	40.0	\$10.00			
Nov 02, 17	ATA Negotiations	Negotiations	St Albert	General	6	5.0				
Nov 08, 17	Chamber Luncheon	Chamber of Commerce	St Albert	General	3	5.0				
Oct 31, 17	Special Meeting - Student Hearing	Board Meeting	St Albert	Trustee	1	5.0				
Nov 09, 17	Special Mtg - Student Hearing	Board Meeting	St Albert	Trustee	2	5.0				
Nov 13, 17	Albert Lacombe School Council	School Council	St Albert	Trustee	2	5.0				
Nov 07, 17	ESSMY School Council	School Council	St Albert	Trustee	3	5.0				
Nov 09, 17	ESSMY Remembrance Day Ceremony	School Events	St Albert	Trustee	1	5.0				
Nov 11, 17	Remembrance Day Parade - St Albert	Other	St Albert	Trustee	1	5.0				
Nov 14, 17	Homestyle Breakfast - Affordable Housing	Chamber of Commerce	St Albert	Trustee	2	5.0				
Nov 17, 17	AB Catholic School Trustees Assn - FGM	Regional Meeting - ACSTA	Edmonton - Westin Hotel	Trustee	3	20.0				
Nov 18, 17	AB Catholic School Trustees Assn - FGM	Regional Meeting - ACSTA	Edmonton - Westin Hotel	Trustee	9					
Nov 19, 17	AB Catholic School Trustees Assn - FGM	Regional Meeting - ACSTA	Edmonton - Westin Hotel	Trustee	3					
Nov 19, 17	AB School Boards Assn - FGM	ASBA - FGM	Edmonton - Westin Hotel	Trustee	3					
Nov 20, 17	AB School Boards Assn - FGM	ASBA - FGM	Edmonton - Westin Hotel	Trustee	6					
Nov 21, 17	AB School Boards Assn - FGM	ASBA - FGM	Edmonton - Westin Hotel	Trustee	6	20.0		\$764.41	\$43.64	Accommodations - Westin
TOTALS	Number of Events: 16				57	125.0	\$10.00	\$764.41	\$43.64	

Note: All mileage, regardless if designated as general or trustee for per diem purposes, is charged to the trustee budget.

Note: The amount of taxable mileage to be included on your T4 from this claim is \$5.20

Comments / Explanation:

Trustee Expense Calculation	General Account	Trustee Account	Total Reimbursement to Trustee
Number of Hours charged	15	42	
Number of Per Diems	5	14	
Per Diem Claim Amount: \$80 each	\$400.00	\$1,120.00	\$1,520.00
Non-Taxable Mileage in KM	n/a	115.0	
Non-Taxable Mileage at \$0.52 / KM	n/a	\$59.80	\$59.80
Taxable Mileage in KM	n/a	10.0	
Taxable Mileage at \$0.52 / KM	n/a	\$5.20	\$5.20
Parking	n/a	\$10.00	\$10.00
Other	\$0.00	\$764.41	\$764.41
Total Expenses	\$400.00	\$1,959.41	\$2,359.41

I certify that this claim is correct

"submitted electronically via Trustee email"

Trustee Signature

Finance Dept Only				AP Processing			
TR- 01131				Vendor ID#: EM10572			
				General Acct:	Amount w/gst	GST in amt	
				Other	\$0.00	\$0.00	
				Other			
Payroll Processing				10572	Trustee Acct:		
Per Diem: G	1-463-07-01-00-000-08	5 x \$80	\$400.00	Non-Taxable Mileage	1-462-07-01-07-000-08	\$59.80	\$2.85
				Taxable Mileage	1-462-07-01-07-003-08	\$5.20	\$0.25
Per Diem: T	1-463-07-01-07-000-08	14 x \$80	\$1,120.00	Parking	1-462-07-01-07-000-08	\$10.00	\$0.48
				Other	1-462-07-01-07-000-08	\$764.41	\$43.64
PAYROLL Total				Other			
				\$1,520.00	AP Total	\$839.41	\$47.22

"reviewed by Chair & authorized by email"

Board Chair/Vice-Chair Authorization for General Account Expenses

- authorized for payment & posting

Secretary Treasurer's Signature

Trustee: **Crockett, Joan**

Total Reimbursement

\$2,359.41Dates Covered by Claim: From: **Oct 27, 17**To: **Nov 21, 17**

Spg: 07

Account to Charge:										
Date	Event Description	Category	Location	General or Trustee	No. of Hours	Mileage (in km)	Parking	Other	GST included in Other	Details of Other
Oct 27, 17	Zone 2/3 for Trustee Becigneul	Zone Meeting	Edmonton	General	6	40.0	\$10.00			
Nov 02, 17	ATA Negotiations	Negotiations	St Albert	General	6	5.0				
Nov 08, 17	Chamber Luncheon	Chamber of Commerce	St Albert	General	3	5.0				
Oct 31, 17	Special Meeting - Student Hearing	Board Meeting	St Albert	Trustee	1	5.0				
Nov 09, 17	Special Mtg - Student Hearing	Board Meeting	St Albert	Trustee	2	5.0				
Nov 13, 17	Albert Lacombe School Council	School Council	St Albert	Trustee	2	5.0				
Nov 07, 17	ESSMY School Council	School Council	St Albert	Trustee	3	5.0				
Nov 09, 17	ESSMY Remembrance Day Ceremony	School Events	St Albert	Trustee	1	5.0				
Nov 11, 17	Remembrance Day Parade - St Albert	Other	St Albert	Trustee	1	5.0				
Nov 14, 17	Homestyle Breakfast - Affordable Housing	Chamber of Commerce	St Albert	Trustee	2	5.0				
Nov 17, 17	AB Catholic School Trustees Assn - FGM	Regional Meeting - ACSTA	Edmonton - Westin Hotel	Trustee	3	20.0				
Nov 18, 17	AB Catholic School Trustees Assn - FGM	Regional Meeting - ACSTA	Edmonton - Westin Hotel	Trustee	9					
Nov 19, 17	AB Catholic School Trustees Assn - FGM	Regional Meeting - ACSTA	Edmonton - Westin Hotel	Trustee	3					
Nov 19, 17	AB School Boards Assn - FGM	ASBA - FGM	Edmonton - Westin Hotel	Trustee	3					
Nov 20, 17	AB School Boards Assn - FGM	ASBA - FGM	Edmonton - Westin Hotel	Trustee	6					
Nov 21, 17	AB School Boards Assn - FGM	ASBA - FGM	Edmonton - Westin Hotel	Trustee	6	20.0		\$764.41	\$43.64	Accommodations - Westin
TOTALS	Number of Events: 16				57	125.0	\$10.00	\$764.41	\$43.64	

Note: All mileage, regardless if designated as general or trustee for per diem purposes, is charged to the trustee budget.

Note: The amount of taxable mileage to be included on your T4 from this claim is \$5.20

Comments / Explanation:

Trustee Expense Calculation	General Account	Trustee Account	Total Reimbursement to Trustee
Number of Hours charged	15	42	
Number of Per Diems	5	14	
Per Diem Claim Amount: \$80 each	\$400.00	\$1,120.00	\$1,520.00
Non-Taxable Mileage in KM	n/a	115.0	
Non-Taxable Mileage at \$0.52 / KM	n/a	\$59.80	\$59.80
Taxable Mileage in KM	n/a	10.0	
Taxable Mileage at \$0.52 / KM	n/a	\$5.20	\$5.20
Parking	n/a	\$10.00	\$10.00
Other	\$0.00	\$764.41	\$764.41
Total Expenses	\$400.00	\$1,959.41	\$2,359.41

I certify that this claim is correct

"submitted electronically via Trustee email"

Trustee Signature

Finance Dept Only				AP Processing			
TR- 01131				Vendor ID#: EM10572			
				General Acct:	Amount w/gst	GST in amt	
				Other	\$0.00	\$0.00	
				Other			
Payroll Processing				10572	Trustee Acct:		
Per Diem: G	1-463-07-01-00-000-08	5 x \$80	\$400.00	Non-Taxable Mileage	1-462-07-01-07-000-08	\$59.80	\$2.85
				Taxable Mileage	1-462-07-01-07-003-08	\$5.20	\$0.25
Per Diem: T	1-463-07-01-07-000-08	14 x \$80	\$1,120.00	Parking	1-462-07-01-07-000-08	\$10.00	\$0.48
				Other	1-462-07-01-07-000-08	\$764.41	\$43.64
PAYROLL Total				\$1,520.00	Other		
					AP Total	\$839.41	\$47.22

"reviewed by Chair & authorized by email"

Board Chair/Vice-Chair Authorization for General Account Expenses

DS - authorized for payment & posting

Secretary Treasurer's Signature

Trustee Expense Claim Form for 2017-2018

v 5.0

TR- 01138

Trustee: **Crockett, Joan**

Total Reimbursement

\$815.60Dates Covered by Claim: From: **Nov 30, 17**To: **Dec 13, 17**

Spg: 07

Account to Charge:										
Date	Event Description	Category	Location	General or Trustee	No. of Hours	Mileage (in km)	Parking	Other	GST included in Other	Details of Other
Nov 30, 17	ATA Bargaining	Negotiations	St Albert	General	9	5.0				
Dec 05, 17	ESSMY School Council/Yoga Presentation	School Council	St Albert	Trustee	3	5.0				
Dec 07, 17	SRRs JJN, EMP, ND	School Events	St Albert	Trustee	6					
Dec 11, 17	SRRs BK, NMR, VJM	School Events	St Albert	Trustee	6	5.0				
Dec 11, 17	ATA Supper	Other	St Albert	General	3	5.0				
Dec 13, 17	Chamber Christmas Luncheon	Chamber of Commerce	St Albert	General	2	5.0				
Dec 13, 17	Retreat Planning Committee	Other	St Albert	General	1	5.0				
TOTALS	Number of Events: 7				30	30.0	\$0.00	\$0.00	\$0.00	

Note: All mileage, regardless if designated as general or trustee for per diem purposes, is charged to the trustee budget.

Note: The amount of taxable mileage to be included on your T4 from this claim is \$0.00

Comments / Explanation:

Trustee Expense Calculation	General Account	Trustee Account	Total Reimbursement to Trustee
Number of Hours charged	15	15	
Number of Per Diems	5	5	
Per Diem Claim Amount: \$80 each	\$400.00	\$400.00	\$800.00
Non-Taxable Mileage in KM	n/a	30.0	
Non-Taxable Mileage at \$0.52 / KM	n/a	\$15.60	\$15.60
Taxable Mileage in KM	n/a	0.0	
Taxable Mileage at \$0.52 / KM	n/a	\$0.00	\$0.00
Parking	n/a	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
Total Expenses	\$400.00	\$415.60	\$815.60

I certify that this claim is correct

"submitted electronically via Trustee email"

Trustee Signature

Finance Dept Only				AP Processing			
TR- 01138				General Acct:		Vendor ID#:	EM10572
				Other		Amount w/gst	GST in amt
				Other		\$0.00	\$0.00
Payroll Processing				Trustee Acct:			
Per Diem: G	1-463-07-01-00-000-08	5 x \$80	\$400.00	Non-Taxable Mileage	1-462-07-01-07-000-08	\$15.60	\$0.74
				Taxable Mileage	1-462-07-01-07-003-08	\$0.00	\$0.00
Per Diem: T	1-463-07-01-07-000-08	5 x \$80	\$400.00	Parking	1-462-07-01-07-000-08	\$0.00	\$0.00
				Other		\$0.00	\$0.00
PAYROLL Total				Other			
				AP Total		\$15.60	\$0.74

"reviewed by Chair & authorized by email"

Board Chair/Vice-Chair Authorization for General Account Expenses

- authorized for payment & posting

Secretary Treasurer's Signature

Trustee Expense Claim Form for 2017-2018

v 5.0

TR- 01148

Trustee: **Crockett, Joan**

Total Reimbursement

\$591.20Dates Covered by Claim: From: **Dec 14, 17**To: **Jan 30, 18**

Spg: 07

				Account to Charge:						
Date	Event Description	Category	Location	General or Trustee	No. of Hours	Mileage (in km)	Parking	Other	GST included in Other	Details of Other
Dec 14, 17	BK Christmas Concert	School Events	St. Albert	Trustee	2	5.0				
Dec 19, 17	BELRA / Christmas Basket Delivery	School Events	St. Albert	Trustee	3	15.0				
Dec 21, 17	Truth & Reconciliation Meeting	Committee Meeting	St. Albert	General	3	5.0				
Jan 09, 18	ESSMY School Council	School Council	St. Albert	Trustee	3	5.0				
Jan 10, 18	Chamber Luncheon - Oaths of Office	Chamber of Commerce	St. Albert - Sturgeon Golf Course	General	3	15.0				
Jan 16, 18	SACHS School Council	School Council	St. Albert	Trustee	3	5.0				
Jan 22, 18	Mental Health Talk - Andrew Baxter	School Events	St. Albert	Trustee	2	5.0				
Jan 30, 18	Albert Lacombe School Council	School Council	St. Albert	Trustee	2	5.0				
TOTALS	Number of Events: 8				21	60.0	\$0.00	\$0.00	\$0.00	

Note: All mileage, regardless if designated as general or trustee for per diem purposes, is charged to the trustee budget.

Note: The amount of taxable mileage to be included on your T4 from this claim is \$0.00

Comments / Explanation:

Trustee Expense Calculation	General Account	Trustee Account	Total Reimbursement to Trustee
Number of Hours charged	6	15	
Number of Per Diems	2	5	
Per Diem Claim Amount: \$80 each	\$160.00	\$400.00	\$560.00
Non-Taxable Mileage in KM	n/a	60.0	
Non-Taxable Mileage at \$0.52 / KM	n/a	\$31.20	\$31.20
Taxable Mileage in KM	n/a	0.0	
Taxable Mileage at \$0.52 / KM	n/a	\$0.00	\$0.00
Parking	n/a	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
Total Expenses	\$160.00	\$431.20	\$591.20

I certify that this claim is correct

"submitted electronically via Trustee email"

Trustee Signature

"reviewed by Chair & authorized by email"

Board Chair/Vice-Chair Authorization for
General Account Expenses

- authorized for payment & posting

Secretary Treasurer's Signature

Finance Dept Only				AP Processing			
TR- 01148				Vendor ID#: EM10572			
				General Acct:	Amount w/gst	GST in amt	
				Other	\$0.00	\$0.00	
				Other			
Payroll Processing			10572	Trustee Acct:			
Per Diem: G	1-463-07-01-00-000-08	2 x \$80	\$160.00	Non-Taxable Mileage	1-462-07-01-07-000-08	\$31.20	\$1.49
				Taxable Mileage	1-462-07-01-07-003-08	\$0.00	\$0.00
Per Diem: T	1-463-07-01-07-000-08	5 x \$80	\$400.00	Parking	1-462-07-01-07-000-08	\$0.00	\$0.00
				Other		\$0.00	\$0.00
PAYROLL Total			\$560.00	Other			
				AP Total		\$31.20	\$1.49

Trustee: **Crockett, Joan**

Total Reimbursement

\$926.40Dates Covered by Claim: From: **Dec 14, 17**To: **Jan 30, 18**

Spg: 07

Account to Charge:										
Date	Event Description	Category	Location	General or Trustee	No. of Hours	Mileage (in km)	Parking	Other	GST included in Other	Details of Other
Jan 19, 18	Truth & Reconciliation	Committee Meeting	St Albert	General	3	5.0				
Feb 06, 18	ESSMY School Council Report	School Council	St Albert	Trustee	2	5.0				
Feb 08, 18	Debate @ U of A - Public vs Catholic School	Other	St Albert	Trustee	2					
Feb 09, 18	ATA Lunch and Speaker	Other	Edmonton	Trustee	3					
Feb 14, 18	St Albert Chamber - Todd Hirsch - Economy	Chamber of Commerce	St Albert	General	3	5.0				
Feb 20, 18	SACHS School Council	School Council	St Albert	Trustee	3	5.0				
Feb 21, 18	ATA Negoations	Negotiations	St Albert	General	9	5.0				
Feb 23, 18	Zone 2/3	ASBA Provincial	Edmonton	Trustee	6	40.0	\$10.00			
Feb 27, 18	ESSMY School Open House	School Events	St Albert	Trustee	2	5.0				
TOTALS	Number of Events: 9				33	70.0	\$10.00	\$0.00	\$0.00	

Note: All mileage, regardless if designated as general or trustee for per diem purposes, is charged to the trustee budget.

Note: The amount of taxable mileage to be included on your T4 from this claim is \$0.00

Comments / Explanation:

Trustee Expense Calculation	General Account	Trustee Account	Total Reimbursement to Trustee
Number of Hours charged	15	18	
Number of Per Diems	5	6	
Per Diem Claim Amount: \$80 each	\$400.00	\$480.00	\$880.00
Non-Taxable Mileage in KM	n/a	70.0	
Non-Taxable Mileage at \$0.52 / KM	n/a	\$36.40	\$36.40
Taxable Mileage in KM	n/a	0.0	
Taxable Mileage at \$0.52 / KM	n/a	\$0.00	\$0.00
Parking	n/a	\$10.00	\$10.00
Other	\$0.00	\$0.00	\$0.00
Total Expenses	\$400.00	\$526.40	\$926.40

I certify that this claim is correct

"submitted electronically via Trustee email"

Trustee Signature

"reviewed by Vice-Chair & authorized by email"

**Board Chair/Vice-Chair Authorization for
General Account Expenses**

- authorized for payment & posting

Secretary Treasurer's Signature

Finance Dept Only				AP Processing			Vendor ID#: EM10572	
TR- 01154				General Acct:		Amount w/gst		GST in amt
				Other		\$0.00		\$0.00
				Other				
Payroll Processing				10572		Trustee Acct:		
Per Diem: G	1-463-07-01-00-000-08	5 x \$80	\$400.00	Non-Taxable Mileage		1-462-07-01-07-000-08	\$36.40	\$1.73
				Taxable Mileage		1-462-07-01-07-003-08	\$0.00	\$0.00
Per Diem: T	1-463-07-01-07-000-08	6 x \$80	\$480.00	Parking		1-462-07-01-07-000-08	\$10.00	\$0.48
				Other			\$0.00	\$0.00
PAYROLL Total				Other				
				\$880.00		AP Total		\$46.40
								\$2.21

Trustee: **Crockett, Joan**

Total Reimbursement

\$1,290.80Dates Covered by Claim: From: **Mar 01, 18**To: **Apr 11, 18**

Spg: 07

Account to Charge:										
Date	Event Description	Category	Location	General or Trustee	No. of Hours	Mileage (in km)	Parking	Other	GST included in Other	Details of Other
Mar 01, 18	Special Meeting - Expulsion	Board Meeting	St Albert	General	3	5.0				
Mar 06, 18	Albert Lacombe School Council Report	School Council	St Albert	Trustee	1					
Mar 06, 18	SACHS Open House	School Events	St Albert	Trustee	2	5.0				
Mar 07, 18	St Kateria Open House	Community Conversations	Morinville	Trustee		40.0				
Mar 07, 18	Chief Littlechild Presentation	Other	St Albert	Trustee	2	5.0				
Mar 13, 18	VJM School Council	School Council	St Albert	Trustee	2	5.0				
Mar 14, 18	Chamber Luncheon	Chamber of Commerce	St Albert	General	3	5.0				
Mar 15, 18	Special Meeting - Expulsion	Board Meeting	St Albert	General	3	5.0				
Mar 15, 18	MLA Event	Government Meeting	Edmonton	General	3					
Mar 16, 18	Zone 2/3	ASBA Zone	Edmonton	Trustee	3	40.0	\$5.00			
Mar 23, 18	Education Budget Update	Other	St Albert	Trustee		5.0				
Apr 04, 18	ATA Negotiations	Negotiations	St Albert	General	9	5.0				
Apr 05, 18	ATA Ed Tech - Growing Up Digital	Other	Edmonton	Trustee	3	40.0				
Apr 11, 18	ATA Negotiations	Negotiations	St Albert	General	9	5.0				
Apr 11, 18	ESSMY School Council Report	School Council	St Albert	Trustee	2					
TOTALS	Number of Events: 15				45	165.0	\$5.00	\$0.00	\$0.00	

Note: All mileage, regardless if designated as general or trustee for per diem purposes, is charged to the trustee budget.

Note: The amount of taxable mileage to be included on your T4 from this claim is \$5.20

Comments / Explanation:

Trustee Expense Calculation	General Account	Trustee Account	Total Reimbursement to Trustee
Number of Hours charged	30	15	
Number of Per Diems	10	5	
Per Diem Claim Amount: \$80 each	\$800.00	\$400.00	\$1,200.00
Non-Taxable Mileage in KM	n/a	155.0	
Non-Taxable Mileage at \$0.52 / KM	n/a	\$80.60	\$80.60
Taxable Mileage in KM	n/a	10.0	
Taxable Mileage at \$0.52 / KM	n/a	\$5.20	\$5.20
Parking	n/a	\$5.00	\$5.00
Other	\$0.00	\$0.00	\$0.00
Total Expenses	\$800.00	\$490.80	\$1,290.80

I certify that this claim is correct

"submitted electronically via Trustee email"

Trustee Signature

Finance Dept Only				AP Processing			Vendor ID#: EM10572	
TR- 01161				General Acct:		Amount w/gst	GST in amt	
				Other		\$0.00	\$0.00	
				Other				
Payroll Processing				Trustee Acct:				
Per Diem: G	1-463-07-01-00-000-08	10 x \$80	\$800.00	Non-Taxable Mileage	1-462-07-01-07-000-08	\$80.60	\$3.84	
				Taxable Mileage	1-462-07-01-07-003-08	\$5.20	\$0.25	
Per Diem: T	1-463-07-01-07-000-08	5 x \$80	\$400.00	Parking	1-462-07-01-07-000-08	\$5.00	\$0.24	
				Other		\$0.00	\$0.00	
PAYROLL Total				Other				
				AP Total		\$90.80	\$4.33	

"reviewed by Chair & authorized by email"

**Board Chair/Vice-Chair Authorization for
General Account Expenses**

- authorized for payment & posting

Secretary Treasurer's Signature



Trustee:

Crockett, Joan

Total Reimbursement
\$694.60

Dates Covered by Claim: From:

May 01, 18

To:

May 30, 18

Spg: 07

				Account to Charge:						
Date	Event Description	Category	Location	General or Trustee	No. of Hours	Mileage (in km)	Parking	Other	GST included in Other	Details of Other
May 04, 18	Friar's Fundraising Gala	Other	Edmonton	Trustee	4	40.0				
May 07, 18	Tour of Sister Alphonse School	Other	St Albert	Trustee	1	5.0				
May 07, 18	City Council Franchise Fees	Municipal Councils	St Albert	General	1	5.0				
May 08, 18	Indigenous Meeting	Committee Meeting	St Albert	General	3	5.0				
May 11, 18	ESSMY Grad	School Events	St Albert	Trustee						
May 11, 18	Board Strategic Planning	Board Planning	Edmonton	Trustee	4	20.0				
May 12, 18	Board Strategic Planning	Board Planning	Edmonton	Trustee	6	20.0				
May 22, 18	Joint Meeting with City Council	Municipal Councils	St Albert	General	3	5.0				
May 25, 18	Edwin Parr Banquet	ASBA Provincial	Edmonton	Trustee						
May 29, 18	Laura Bird Committee Meeting	Committee Meeting	St Albert	General	2	5.0				
May 30, 18	Report - Albert Lacombe School	School Council	St Albert	Trustee						
TOTALS	Number of Events: 11				24	105.0	\$0.00	\$0.00	\$0.00	

Note: All mileage, regardless if designated as general or trustee for per diem purposes, is charged to the trustee budget.

Note: The amount of taxable mileage to be included on your T4 from this claim is \$0.00

Comments / Explanation:

Trustee Expense Calculation	General Account	Trustee Account	Total Reimbursement to Trustee
Number of Hours charged	9	15	
Number of Per Diems	3	5	
Per Diem Claim Amount: \$80 each	\$240.00	\$400.00	\$640.00
Non-Taxable Mileage in KM	n/a	105.0	
Non-Taxable Mileage at \$0.52 / KM	n/a	\$54.60	\$54.60
Taxable Mileage in KM	n/a	0.0	
Taxable Mileage at \$0.52 / KM	n/a	\$0.00	\$0.00
Parking	n/a	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
Total Expenses	\$240.00	\$454.60	\$694.60

I certify that this claim is correct

"submitted electronically via Trustee email"

Trustee Signature

"reviewed by Chair & authorized by email"

Board Chair/Vice-Chair Authorization for General Account Expenses

DLG - authorized for payment & posting

Secretary Treasurer's Signature

Finance Dept Only				AP Processing			
TR- 01173				Vendor ID#: EM10572			
				General Acct:	Amount w/gst	GST in amt	
				Other	\$0.00	\$0.00	
				Other			
Payroll Processing				10572	Trustee Acct:		
Per Diem: G	1-463-07-01-00-000-08	3 x \$80	\$240.00		Non-Taxable Mileage	1-462-07-01-07-000-08	\$54.60 \$2.60
					Taxable Mileage	1-462-07-01-07-003-08	\$0.00 \$0.00
Per Diem: T	1-463-07-01-07-000-08	5 x \$80	\$400.00		Parking	1-462-07-01-07-000-08	\$0.00 \$0.00
					Other		\$0.00 \$0.00
PAYROLL Total					Other		
					AP Total	\$54.60	\$2.60



Greater St. Albert Catholic Schools

		Total Reimbursement
Trustee:	Crockett, Joan	\$832.40

Dates Covered by Claim: From: Jun 01, 18

To: Jun 30, 18

Spg: 07

Account to Charge:										
Date	Event Description	Category	Location	General or Trustee	No. of Hours	Mileage (in km)	Parking	Other	GST included in Other	Details of Other
Jun 04, 18	Spring General Meeting of ASBA	ASBA Provincial	Red Deer	Trustee	9	175.0				
Jun 05, 18	Spring General Meeting of ASBA	ASBA Provincial	Red Deer	Trustee	6	175.0				
Jun 06, 18	FNMI Meeting	Other	St Albert	General	3	5.0				
Jun 13, 18	Chamber Luncheon	Chamber of Commerce	St Albert	General	3	5.0				
Jun 14, 18	Chamber Mtg - Franchise Fees	Other	St Albert	General	1	5.0				
Jun 14, 18	Audit Committee Meeting	Other	St Albert	General	2	5.0				
TOTALS	Number of Events: 6				24	370.0	\$0.00	\$0.00	\$0.00	

Note: All mileage, regardless if designated as general or trustee for per diem purposes, is charged to the trustee budget.

Note: The amount of taxable mileage to be included on your T4 from this claim is \$0.00

Trustee Expense Calculation	General Account	Trustee Account	Total Reimbursement to Trustee
Number of Hours charged	9	15	
Number of Per Diems	3	5	
Per Diem Claim Amount: \$80 each	\$240.00	\$400.00	\$640.00
Non-Taxable Mileage in KM	n/a	370.0	
Non-Taxable Mileage at \$0.52 / KM	n/a	\$192.40	\$192.40
Taxable Mileage in KM	n/a	0.0	
Taxable Mileage at \$0.52 / KM	n/a	\$0.00	\$0.00
Parking	n/a	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
Total Expenses	\$240.00	\$592.40	\$832.40

Comments / Explanation:

Finance Dept Only				AP Processing		Vendor ID#: EM10572	
TR- 01178				General Acct:		Amount w/gst	GST in amt
				Other		\$0.00	\$0.00
				Other			
Payroll Processing 10572				Trustee Acct:			
Per Diem: G	1-463-07-01-00-000-08	3 x \$80	\$240.00	Non-Taxable Mileage	1-462-07-01-07-000-08	\$192.40	\$9.16
				Taxable Mileage	1-462-07-01-07-003-08	\$0.00	\$0.00
Per Diem: T	1-463-07-01-07-000-08	5 x \$80	\$400.00	Parking	1-462-07-01-07-000-08	\$0.00	\$0.00
				Other		\$0.00	\$0.00
PAYROLL Total \$640.00				Other			
				AP Total		\$192.40	\$9.16

I certify that this claim is correct

"submitted electronically via Trustee email"

Trustee Signature

"reviewed by Chair & authorized by email"

**Board Chair/Vice-Chair Authorization for
General Account Expenses**

DL - authorized for payment & posting

Secretary Treasurer's Signature