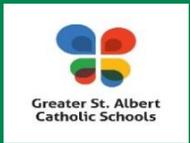




Greater St. Albert Catholic Schools

Trustee Shaw Expense Summary

2017-2018 School Year



FTE: 1.0

Type	Description	Current Budget	Year To Date Expenses	Variance to Budget
Remuneration				
	Trustees Honorarium	\$13,891	\$13,891	0
	Per Diem (Trustee Budget)	\$3,280	\$3,280	0
Remuneration Total		\$17,171	\$17,171	0
Benefits				
	Life, AD&D, Ext Health, Dental, CPP, EI	\$6,834	\$5,567	1,267
Benefits Total		\$6,834	\$5,567	1,267
Allowances				
	General Expenses	\$1,745	\$1,742	3
	Position Expenses - Chair	\$1,455	\$1,451	4
Allowances Total		\$3,200	\$3,193	7
Expenses				
	Cell Phone Costs	\$0	\$0	0
	Dues, Fees, Memberships	\$4,554	\$4,545	9
	Meals And Hospitality	\$380	\$376	4
	Supplies/Other	\$0	\$0	0
	Travel to/from Board Meetings	\$0	\$0	0
	Travel (Trustee Budget)	\$3,562	\$3,562	0
	Budget Transfer Between Trustees	\$0	-	-
	Flexible Funds	\$0	-	-
Expenses Total		\$8,496	\$8,483	13

Trustee Budget Totals **\$35,701** **\$34,414** **\$1,287**

Per Diems Charged to General Trustee Budget **\$0**

Travel Charged to General Trustee Budget **\$0**

Trustee Expense Claim Form for 2017-2018

v 4.3

TR- 01135



Trustee: **Shaw, Serena** **Total Reimbursement \$1,520.00** Dates Covered by Claim: From: **Sep 14, 17** To: **Nov 19, 17** Spg: 01

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 14, 17	ACSTA Board of Directors	Other	Royal Executive Inn Nisku	General	6					
Sep 15, 17	ACSTA Board of Directors	Other	Royal Executive Inn Nisku	General	6					
Sep 20, 17	Sister Alphonse Visual Identity	Committee Meeting	DO	General	3					
Sep 25, 17	School Act Consultation	Government Meeting	Coast Hotel - Edmonton	Trustee	6					
Sep 26, 17	School Act Consultation	Government Meeting	Cosast Hotel - Edmonton	Trustee	6					
Oct 03, 17	ESSMY School Council	School Council	ESSMY	Trustee	2					
Oct 05, 17	Sister Alphonse Visual Identity	Committee Meeting	DO	General	2					
Oct 11, 17	Sister Alphonse Visual Identity	Committee Meeting	DO	General	2					
Oct 31, 17	Special Meeting	Other	DO	Trustee	2					
Nov 09, 17	Special Meeting	Other	DO	Trustee	2					
Nov 16, 17	Meeting with Archbishop and Chairs	Other	Pastoral Center	General	2					
Nov 16, 17	Father Jan School Council	School Council	Father Jan	Trustee	2					
Nov 17, 17	ACSTA Board of Directors	Other	Westin	General	4					
Nov 17, 17	ACSTA AGM	Conventions	Westin	Trustee	3					
Nov 18, 17	ACSTA AGM	Conventions	Westin	Trustee	9					
Nov 19, 17	ACSTA AGM	Conventions	Westin	Trustee	3					
TOTALS	Number of Events: 16				60	0.0	\$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	25	35	
Number of Per Diems	8	11	
Per Diem Claim Amount: \$80 each	\$640.00	\$880.00	\$1,520.00
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	\$0.00	\$0.00
Total Expenses	\$640.00	\$880.00	\$1,520.00

I certify that this claim is correct

"submitted electronically via Trustee email"

Trustee Signature

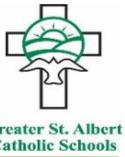
"reviewed by Vice-Chair & authorized by email"

Board Chair/Vice-Chair Authorization for General Account Expenses

DLA - authorized for payment & posting

Secretary Treasurer's Signature

Finance Dept Only				AP Processing			
TR- 01135				Vendor ID#: EM13640			
				General Acct:		Amount w/gst GST in amt	
				Other		\$0.00	\$0.00
				Other			
Payroll Processing				Trustee Acct:			
13640							
Per Diem: G	1-463-07-01-00-000-08	8 x \$80	\$640.00	Non-Taxable Mileage	1-462-07-01-01-000-08	\$0.00	\$0.00
Per Diem: T	1-463-07-01-01-000-08	11 x \$80	\$880.00	Taxable Mileage	1-462-07-01-01-003-08	\$0.00	\$0.00
				Parking	1-462-07-01-01-000-08	\$0.00	\$0.00
				Other		\$0.00	\$0.00
PAYROLL Total				Other			
				AP Total		\$0.00	\$0.00



Trustee: **Shaw, Serena** Total Reimbursement: **\$1,440.00**

Dates Covered by Claim: From: **Apr 04, 18**

To: **May 25, 18**

Spg: 01

Date	Event Description	Category	Location	Account to Charge:					GST included in Other	Details of Other
				General or Trustee	No. of Hours	Mileage (in km)	Parking	Other		
Apr 04, 18	Meeting with Michael Cooper	Government Meeting	St. Albert	General	1					
Apr 19, 18	Meeting with Archbishop/Chairs/Superintendents	Other	Pastoral Center	General	2					
Apr 23, 18	Dinner with Clergy?Trustees/Senior Admin	Other	St. Albert	General	3					
Apr 26, 18	Meeting with Bob Murray	Other	DO	General	1					
May 02, 18	Blueprints	Workshops	Kananaskis	Trustee	6					
May 03, 18	Blueprints	Workshops	Kananaskis	Trustee	9					
May 04, 18	Blueprints	Workshops	Kananaskis	Trustee	5					
May 04, 18	Friar's Ball	Other	Chateaux Lacombe	Trustee	3					
May 07, 18	City Council (franchise fee)	Municipal Councils	City Hall	Trustee	1					
May 08, 18	Meeting with Morinville Mayor	Municipal Councils	Morinville Town Hall	General	1					
May 10, 18	Meeting with Community Member	Other	DO	General	2					
May 18, 18	SACHS Grad Ceremony	School Events	Shaw Conference	Trustee	3					
May 23, 18	Meeting with Suerintendent and Vice Chair	Regional Meeting	DO	General	1					
May 24, 18	ACSTA	Other	Leduc	General	7					
May 24, 18	Joint Use Meeting	Municipal Councils	City Hall	General	3					
May 25, 18	ACSTA	Other	Leduc	General	6					
TOTALS	Number of Events: 16				54	0.0	\$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	27	27	
Number of Per Diems	9	9	
Per Diem Claim Amount: \$80 each	\$720.00	\$720.00	\$1,440.00
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	\$0.00	\$0.00
Total Expenses	\$720.00	\$720.00	\$1,440.00

Comments / Explanation:

I certify that this claim is correct

"submitted electronically via Trustee email"

Trustee Signature

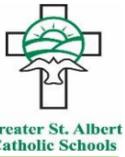
"reviewed by Vice-Chair & authorized by email"

Board Chair/Vice-Chair Authorization for General Account Expenses

DLG - authorized for payment & posting

Secretary Treasurer's Signature

Finance Dept Only				AP Processing			
TR- 01176				Vendor ID#: EM13640			
				General Acct:	Amount w/gst	GST in amt	
				Other	\$0.00	\$0.00	
				Other			
Payroll Processing				Trustee Acct:			
13640							
Per Diem: G	1-463-07-01-00-000-08	9 x \$80	\$720.00	Non-Taxable Mileage	1-462-07-01-01-000-08	\$0.00	\$0.00
Per Diem: T	1-463-07-01-01-000-08	9 x \$80	\$720.00	Taxable Mileage	1-462-07-01-01-003-08	\$0.00	\$0.00
				Parking	1-462-07-01-01-000-08	\$0.00	\$0.00
				Other		\$0.00	\$0.00
PAYROLL Total				Other			
				AP Total		\$0.00	\$0.00



Trustee: **Shaw, Serena** Total Reimbursement: **\$720.00**

Dates Covered by Claim: From: **May 25, 18**

To: **Jun 12, 18**

Spg: 01

Date	Event Description	Category	Location	Account to Charge:					GST included in Other	Details of Other
				General or Trustee	No. of Hours	Mileage (in km)	Parking	Other		
May 25, 18	Edwin Parr	Other	Chateaux Louis	Trustee	3					
May 28, 18	Laura Bird Committee	Committee Meeting	DO	General	1					
May 29, 18	Award Committee	Committee Meeting	DO	General	2					
Jun 04, 18	ASBA SGM	ASBA Provincial	Red Deer	Trustee	9					
Jun 05, 18	ASBA SGM	ASBA Provincial	REd Deer	Trustee	6					
Jun 06, 18	PAC Meeting	Committee Meeting	DO	Trustee	1					
Jun 08, 18	St. Gabe's Grad	Other	St. Gabe's	Trustee	1					
Jun 12, 18	Conference Call with minister	Government Meeting	DO	General	3					
Jun 12, 18	VJM School Coucil	School Council	VJM	Trustee	1					
TOTALS	Number of Events: 9				27	0.0	\$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	21	
Number of Per Diems	2	7	
Per Diem Claim Amount: \$80 each	\$160.00	\$560.00	\$720.00
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	\$0.00	\$0.00
Total Expenses	\$160.00	\$560.00	\$720.00

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

DLS - authorized for payment & posting

Secretary Treasurer's Signature

Finance Dept Only				AP Processing					
TR- 01177				Vendor ID#: EM13640					
				General Acct:		Amount w/gst	GST in amt		
				Other		\$0.00	\$0.00		
Payroll Processing				Trustee Acct:					
13640									
Per Diem: G	1-463-07-01-00-000-08	2 x \$80	\$160.00	Non-Taxable Mileage	1-462-07-01-01-000-08	\$0.00	\$0.00		
Per Diem: T	1-463-07-01-01-000-08	7 x \$80	\$560.00	Taxable Mileage	1-462-07-01-01-003-08	\$0.00	\$0.00		
				Parking	1-462-07-01-01-000-08	\$0.00	\$0.00		
				Other		\$0.00	\$0.00		
PAYROLL Total									
				Other					
				AP Total		\$0.00	\$0.00		