

Expense Reimbursement Authorization


Receipts



Review all sections of the form and then complete the last section at the bottom of the page.

▼ TRUSTEE TIMESHEET

Task ID: 0000101997 - Created: 04-Nov-2019 07:36.19 AM - By: Jaclyn Carson - Processed: 04-Nov-2019 07:36.19 AM - By: Jaclyn Carson

		<h2 style="margin: 0;">TRUSTEE REMUNERATION</h2>							
Name: CARSON, JACLYN									
Month: October									
Meeting Date	Event Description	Daily Rate	Portion of Day/Allowance	TRAVEL Regular # km	SUBSISTENCE ALLOWANCE (Please select all that apply)			RECEIPT DESCRIPTION Description	TOTAL RECEIPT Amount
					Breakfast	Lunch	Supper		
	MONTHLY STIPEND	\$485.00							
	CHAIR ALLOWANCE	0.00							
	INTERNET ALLOWANCE		INTERNET					INTERNET ALLOWANCE	40.00
	CELLPHONE ALLOWANCE		CARSON					CELLPHONE ALLOWANCE	20.00
(YYYYMMDD)	MEETINGS - LOCATION								
01-Oct-2019	Agenda Planning- RO	108.00	< 4 Hrs	78					
07-Oct-2019	Audit Committee- RO	108.00	< 4 Hrs	78					
09-Oct-2019	Board Meeting- RO	216.00	4 - 8 Hrs	78					
10-Oct-2019	Policy Committee- RO	216.00	4 - 8 Hrs	78					
16-Oct-2019	School Council Meeting- EH	108.00	< 4 Hrs	60					
21-Oct-2019	Policy Committee- RO	216.00	4 - 8 Hrs	78					
23-Oct-2019	Board Meeting- Pibroch	216.00	4 - 8 Hrs	66					
25-Oct-2019	Zone 2/3- Edmonton	216.00	4 - 8 Hrs	180				Parking	10.00
30-Oct-2019	Board Planning- RO	216.00	4 - 8 Hrs	78					
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Wang

		0.00							
DEDUCTIONS									
								(Enter Credit for Deductions)	
								(Enter Credit for Deductions)	
			SUB-TOTAL	774.00	0.00	0.00	0.00		
			RATES	0.50	10.00	15.00	25.00		
			TOTAL \$	387.00	0.00	0.00	0.00		70.00
		Total Payroll Honoraria	2105.00		Total Km	Total Subsistence			Total Other
		Shaded area payable through Payroll	\$ 2105.00					White area payable through Accounts Payable	\$ 457.00
		Trustee claims are made in accordance with Board Policy P7 - 10							

▼ TRUSTEE APPROVAL SECTION

Task ID: 0000101997 - Created: 04-Nov-2019 07:36.19 AM - By: Jaclyn Carson - Processed: 05-Nov-2019 09:57.05 AM - By: Mabel Wang

Action Taken: Approve Expense

Comment:

Expense Reimbursement Authorization

Receipts
ASBA Parking Receipt

Review all sections of the form and then complete the last section at the bottom of the page.

▼ TRUSTEE TIMESHEET

Task ID: 0000104288 - Created: 02-Dec-2019 12:15.27 PM - By: Jaclyn Carson - Processed: 02-Dec-2019 12:34.42 PM - By: Jaclyn Carson



TRUSTEE REMUNERATION

Name: CARSON, JACLYN

Month: November

Meeting Date	Event Description	Daily Rate	Portion of Day/Allowance	TRAVEL Regular # km	SUBSISTENCE ALLOWANCE (Please select all that apply)			RECEIPT DESCRIPTION Description	TOTAL RECEIPT Amount
					Breakfast	Lunch	Supper		
	MONTHLY STIPEND	\$485.00							
	CHAIR ALLOWANCE	0.00							
	INTERNET ALLOWANCE		INTERNET				INTERNET ALLOWANCE		40.00
	CELLPHONE ALLOWANCE		CARSON				CELLPHONE ALLOWANCE		20.00
(YYYYMMDD)	MEETINGS - LOCATION								
05-Nov-2019	Agenda Planning- RO	108.00	< 4 Hrs	78					
07-Nov-2019	Remembrance Day- EH	0.00		60					
11-Nov-2019	Remembrance Day- Westlock	108.00	< 4 Hrs	32					
12-Nov-2019	Council of School Council- RO	108.00	< 4 Hrs	78					
14-Nov-2019	Policy Committee- RO	216.00	4 - 8 Hrs	78					
17-Nov-2019	ASBA- Westin, Edmonton (No Carpooling)	108.00	< 4 Hrs	82				Parking, City of Edmonton	66.00
18-Nov-2019	ASBA- Westin, Edmonton	216.00	4 - 8 Hrs				1		
19-Nov-2019	ASBA- Westin, Edmonton	216.00	4 - 8 Hrs						
20-Nov-2019	CONEX- Westlock	108.00	< 4 Hrs	32					
25-Nov-2019	Board Planning- RO	216.00	4 - 8 Hrs	78					
26-Nov-2019	Policy- RO	108.00	< 4 Hrs	78					
27-Nov-2019	Board Meeting- RO	324.00	> 8 Hrs	78					
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	DEDUCTIONS								
								(Enter Credit for Deductions)	
								(Enter Credit for Deductions)	
			SUB-TOTAL	674.00	0.00	0.00	1.00		
			RATES	0.50	10.00	15.00	25.00		
			TOTAL \$	337.00	0.00	0.00	25.00		126.00
	Total Payroll Honoraria		2321.00	Total Km	Total Subsistence				Total Other
	Shaded area payable through Payroll		\$ 2321.00					White area payable through Accounts Payable	\$ 488.00
			Trustee claims are made in accordance with Board Policy P7 - 10						

▼ TRUSTEE APPROVAL SECTION

Task ID: 0000104288 - Created: 02-Dec-2019 12:34.42 PM - By: Jaclyn Carson - Processed: 02-Dec-2019 07:46.30 PM - By: Mabel Wang

Action Taken: Approve Expense

Comment:



TRUSTEE REMUNERATION

Name: CARSON, JACLYN

Month: December

				TRAVEL Regular	SUBSISTENCE ALLOWANCE (Please select all that apply)			RECEIPT DESCRIPTION	TOTAL RECEIPT
Meeting Date	Event Description	Daily Rate	Portion of Day/Allowance	# km	Breakfast	Lunch	Supper	Description	Amount
	MONTHLY STIPEND	\$485.00							
	CHAIR ALLOWANCE	0.00							
	INTERNET ALLOWANCE		INTERNET					INTERNET ALLOWANCE	40.00
	CELLPHONE ALLOWANCE		CARSON					CELLPHONE ALLOWANCE	20.00
(YYYYMMDD)	MEETINGS - LOCATION								
02-Dec-2019	Board Planning- RO	108.00	< 4 Hrs	78					
06-Dec-2019	Zone 2/3- Edmonton	216.00	4 - 8 Hrs	182				Parking	10.00
11-Dec-2019	Board Meeting- Dunstable	216.00	4 - 8 Hrs	64					
12-Dec-2019	Long Service/ Citizenship Awards- EH	108.00	< 4 Hrs	60					
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DEDUCTIONS

(Enter Credit for Deductions)

(Enter Credit for Deductions)

Submitting this expense claim certifies that the foregoing expenses were incurred for Pembina Hills Regional Division Schools business and are in compliance with School District Policy and

SUB-TOTAL	384.00	0.00	0.00	0.00	0.00	
RATES	0.50	10.00	15.00	25.00		
TOTAL \$	192.00	0.00	0.00	0.00	0.00	70.00

	Total Payroll Guidelines Honoraria	1133.00		Total Km	. Total Subsistence .		Total Other
	Shaded area payable through Payroll	\$ 1133.00				White area payable through Accounts Payable	\$ 262.00
Trustee claims are made in accordance with Board Policy P7 - 10							



TRUSTEE REMUNERATION

Name: CARSON, JACLYN

Month: January

				TRAVEL Regular	SUBSISTENCE ALLOWANCE (Please select all that apply)			RECEIPT DESCRIPTION	TOTAL RECEIPT
Meeting Date	Event Description	Daily Rate	Portion of Day/Allowance	# km	Breakfast	Lunch	Supper	Description	Amount
	MONTHLY STIPEND	\$485.00							
	CHAIR ALLOWANCE	0.00							
	INTERNET ALLOWANCE		INTERNET					INTERNET ALLOWANCE	40.00
	CELLPHONE ALLOWANCE		CARSON					CELLPHONE ALLOWANCE	20.00
(YYYYMMDD)	MEETINGS - LOCATION								
15-Jan-2020	Board Meeting- RO	216.00	4 - 8 Hrs	78					
17-Jan-2020	Zone 2/3- Edmonton	324.00	> 8 Hrs	180				Parking	10.00
20-Jan-2020	Busby School Council	108.00	< 4 Hrs	40					
22-Jan-2020	Eleanor Hall School Council	108.00	< 4 Hrs	60					
		0.00							
		0.00							
		0.00							
		0.00							
		0.00							

Expense Reimbursement Authorization

Attached Documents

Review all sections of the form and then complete the last section at the bottom of the page.

▼ TRUSTEE TIMESHEET

Task ID: 0000111188 - Created: 25-Mar-2020 12:39.19 PM - By: Jaclyn Carson - Processed: 25-Mar-2020 12:39.19 PM - By: Jaclyn Carson



TRUSTEE REMUNERATION

Name: CARSON, JACLYN

Month: March

Meeting Date	Event Description	Daily Rate	Portion of Day/Allowance	TRAVEL	SUBSISTENCE ALLOWANCE			RECEIPT DESCRIPTION	TOTAL RECEIPT
				Regular	(Please select all that apply)				
				# km	Breakfast	Lunch	Supper	Description	Amount
	MONTHLY STIPEND	\$485.00							
	CHAIR ALLOWANCE	0.00							
	INTERNET ALLOWANCE		INTERNET					INTERNET ALLOWANCE	40.00
	CELLPHONE ALLOWANCE		CARSON					CELLPHONE ALLOWANCE	20.00
(YYYYMMDD)	MEETINGS - LOCATION								
26-Feb-2020	EH School Council (mileage only)	0.00		60					
18-Mar-2020	Board Meeting (VC from home)	216.00	4 - 8 Hrs						
		0.00							
		0.00							
		0.00							
		0.00							

Task ID: 0000111188 - Created: 26-Mar-2020 11:37.32 AM - By: Lorraine Allison - Processed: 31-Mar-2020 08:36.54 AM - By: Tracy Leigh

Action Taken: Approve Expense

Comment:

▲ TRUSTEE EXPENSE CLAIM-PAYROLL SECTION

▲ GL DISTRIBUTION FINAL APPROVAL (AP) (TRUSTEES)

compliance with School District Policy and Guidelines.		TOTAL \$	0.00	0.00	0.00	0.00		60.00
	Total Payroll Honoraria	1349.00		Total Km	. Total Subsistence			Total Other
	Shaded area payable through Payroll	\$ 1349.00					White area payable through Accounts Payable	\$ 60.00
	Trustee claims are made in accordance with Board Policy P7 - 10							

▼ TRUSTEE APPROVAL SECTION

Task ID: 0000112179 - Created: 30-Apr-2020 10:49.00 PM - By: Jaclyn Carson - Processed: 01-May-2020 10:35.53 AM - By: Tracy Leigh

Action Taken: Approve Expense

Comment:

▼ TRUSTEE EXPENSE CLAIM-PAYROLL SECTION

Task ID: 0000112179 - Created: 01-May-2020 10:35.53 AM - By: Tracy Leigh - Processed: 01-May-2020 02:46.15 PM - By: Veronica Lindquist

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.


▼ GL DISTRIBUTION FINAL APPROVAL (AP) (TRUSTEES)

Task ID: 0000112179 - Created: 01-May-2020 10:35.54 AM - By: Tracy Leigh - Processed: 01-May-2020 11:31.57 AM - By: Mary Doris

Action Taken: Approve Expense

Period: 202009

Vendor Number: EM13389 - Carson, Jaclyn

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
5700000669000442		60.00	G	2.86
Total Without Taxes:				57.14
Tax Total:				<u>2.86</u>
Total With Taxes:				60.00

Comment:

APRIL 2020 INTERNET/CELL



TRUSTEE REMUNERATION

Name: CARSON, JACLYN

Month: May

Meeting Date	Event Description	Daily Rate	Portion of Day/Allowance	TRAVEL	SUBSISTENCE ALLOWANCE			RECEIPT DESCRIPTION	TOTAL RECEIPT
				Regular	(Please select all that apply)				
				# km	Breakfast	Lunch	Supper	Description	Amount
	MONTHLY STIPEND	\$485.00							
	CHAIR ALLOWANCE	0.00							
	INTERNET ALLOWANCE		INTERNET					INTERNET ALLOWANCE	40.00
	CELLPHONE ALLOWANCE		CARSON					CELLPHONE ALLOWANCE	20.00
(YYYYMMDD)	MEETINGS - LOCATION								
12-May-2020	Council of School Councils- Virtual	108.00	< 4 Hrs						
13-May-2020	Board Meeting- Virtual	108.00	< 4 Hrs						
14-May-2020	Busby School Council- Virtual	108.00	< 4 Hrs						
21-May-2020	Board Planning- Virtual	108.00	< 4 Hrs						
22-May-2020	Zone 2/3- Virtual	216.00	4 - 8 Hrs						
27-May-2020	Board Meeting- Virtual	216.00	4 - 8 Hrs						
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	DEDUCTIONS									
								(Enter Credit for Deductions)		
								(Enter Credit for Deductions)		
			SUB-TOTAL	0.00	0.00	0.00	0.00			
	Submitting this expense claim certifies that the foregoing expenses were incurred for Pembina Hills Regional Division Schools business and are in compliance with School District Policy and Guidelines.		RATES	0.50	10.00	15.00	25.00			
			TOTAL \$	0.00	0.00	0.00	0.00		60.00	
		Total Payroll Honoraria	1349.00		Total Km.	Total Subsistence.			Total Other	
	Shaded area payable through Payroll	\$ 1349.00						White area payable through Accounts Payable	\$ 60.00	
			Trustee claims are made in accordance with Board Policy P7 - 10							