
▼ TRUSTEE APPROVAL SECTION

Task ID: 0000099278 - Created: 26-Sep-2019 11:08.10 PM - By: Kerry Mcelroy - Processed: 30-Sep-2019 05:30.31 PM - By: Mabel Wang

Action Taken: Approve Expense

Comment:

Expense Reimbursement Authorization

Receipts
None

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

▼ TRUSTEE TIMESHEET

Task ID: 0000101964 - Created: 02-Nov-2019 10:36.37 PM - By: Kerry Mcelroy - Processed: 02-Nov-2019 10:36.37 PM - By: Kerry Mcelroy



TRUSTEE REMUNERATION

Name: MCELROY, KERRY

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		MCELROY				CELLPHONE ALLOWANCE	20.00	
(YYYYMMDD)	MEETINGS - LOCATION								
07-Oct-2019	Audit Com Barrhead	108.00	< 4 Hrs	40					
09-Oct-2019	Board Mtg Barrhead	216.00	4 - 8 Hrs	40					
16-Oct-2019	CARE Mtg Barrhead	108.00	< 4 Hrs	40					
16-Oct-2019	Swan Hills PAC	108.00	< 4 Hrs	40					
18-Oct-2019	VV Awards Calgary	324.00	> 8 Hrs						
22-Oct-2019	Admin Support Barrhead	108.00	< 4 Hrs	40					
23-Oct-2019	Board Mtg Pibroch Colony	216.00	4 - 8 Hrs	40					
25-Oct-2019	VV Awards Edmonton	216.00	4 - 8 Hrs	230					
28-Nov-2019	Swan Hills Community Matters	108.00	< 4 Hrs	230					
30-Oct-2019	Planning Mtg Barrhead	108.00	< 4 Hrs	40					
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		0.00							
		0.00							
DEDUCTIONS									
								(Enter Credit for Deductions)	
								(Enter Credit for Deductions)	
			SUB-TOTAL	740.00	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 \$	370.00	0.00	0.00	0.00		60.00
	Total Payroll Honoraria	2105.00		Total Km	Total Subsistence				Total Other
Shaded area payable through Payroll		\$ 2105.00						White area payable through Accounts Payable	\$ 430.00
		Trustee claims are made in accordance with Board Policy P7 - 10							

▼ TRUSTEE APPROVAL SECTION

Task ID: 0000101964 - Created: 02-Nov-2019 10:36.38 PM - By: Kerry Mcelroy - Processed: 05-Nov-2019 10:03.36 AM - By: Mabel Wang

Action Taken: Approve Expense

Comment:

Expense Reimbursement Authorization

Receipts
None

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

TRUSTEE TIMESHEET

Task ID: 0000104021 - Created: 27-Nov-2019 07:25.49 PM - By: Kerry Mcelroy - Processed: 27-Nov-2019 07:27.46 PM - By: Kerry Mcelroy



TRUSTEE REMUNERATION

Name: MCELROY, KERRY

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		MCELROY				CELLPHONE ALLOWANCE	20.00	
(YYYYMMDD)	MEETINGS - LOCATION								
07-Nov-2019	Swan Hills Remembrance Ceremony	0.00		230					
12-Nov-2019	C OSC Barrhead	108.00	< 4 Hrs	40					
13-Nov-2019	Board Mtg Barrhead	216.00	4 - 8 Hrs	40					
13-Nov-2019	Swan Hills PAC	108.00	< 4 Hrs	190					
14-Nov-2019	Transportation Mtg	108.00	< 4 Hrs	40					
17-Nov-2019	Fall ASBA Edmonton Rural Caucas Edmonton	216.00	4 - 8 Hrs	122			1		
18-Nov-2019	Fall ASBA Edmonton	216.00	4 - 8 Hrs				1		
19-Nov-2019	Fall ASBA Edmonton	216.00	4 - 8 Hrs	122					
20-Nov-2019	CARE Barrhead	108.00	< 4 Hrs	40					
21-Nov-2019	Dunstable PAC	108.00	< 4 Hrs	50					
25-Nov-2019	Board Planning Barrhead	108.00	< 4 Hrs	40					
25-Nov-2019	TBAC Barrhead	108.00	< 4 Hrs						
26-Nov-2019	PAL Barrhead	108.00	< 4 Hrs	40					
27-Nov-2019	Board Mtg Barrhead	324.00	> 8 Hrs	40					
		0.00							
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		0.00							
	DEDUCTIONS								
							(Enter Credit for Deductions)		
							(Enter Credit for Deductions)		
			SUB-TOTAL	994.00	0.00	0.00	2.00		
			RATES	0.50	10.00	15.00	25.00		
			TOTAL \$	497.00	0.00	0.00	50.00	60.00	
			Total Payroll Honoraria	2537.00	Total Km	Total Subsistence		Total Other	
			Shaded area payable through Payroll	\$ 2537.00			White area payable through Accounts Payable	\$ 607.00	
			Trustee claims are made in accordance with Board Policy P7 - 10						

▼ **TRUSTEE APPROVAL SECTION**

Task ID: 0000104021 - Created: 27-Nov-2019 07:27.46 PM - By: Kerry Mcelroy - Processed: 29-Nov-2019 03:35.49 PM - By: Mabel Wang

Action Taken: Approve Expense

Comment:

▼ **TRUSTEE EXPENSE CLAIM-PAYROLL SECTION**

Task ID: 0000104021 - Created: 29-Nov-2019 03:35.50 PM - By: Mabel Wang - Processed: 02-Dec-2019 08:17.28 AM - 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.



TRUSTEE REMUNERATION

Name: MCELROY, KERRY

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		MCELROY					CELLPHONE ALLOWANCE	20.00
(YYYYMMDD)	MEETINGS - LOCATION								
02-Dec-2019	Ward Review Mtg Barrhead	108.00	< 4 Hrs	40					
11-Dec-2019	Board Mtg Dunstable	216.00	4 - 8 Hrs	50					
18-Dec-2019	Dunstable Citizenship Pres.	108.00	< 4 Hrs	50					
19-Dec-2019	BCHS Long Service Pres	108.00	< 4 Hrs	40					
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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	180.00	0.00	0.00	0.00	
RATES	0.50	10.00	15.00	25.00	
TOTAL \$	90.00	0.00	0.00	0.00	60.00

	Total Payroll Guidelines Honoraria	1025.00	Total Km	Total Subsistence	Total Other
	Shaded area payable through Payroll	\$ 1025.00	White area payable through Accounts Payable		\$ 150.00
Trustee claims are made in accordance with Board Policy P7 - 10					



TRUSTEE REMUNERATION

Name: MCELROY, KERRY

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		MCELROY					CELLPHONE ALLOWANCE	20.00
(YYYYMMDD)	MEETINGS - LOCATION								
07-Jan-2020	Agenda Planning - Barrhead	108.00	< 4 Hrs	40					
15-Jan-2020	Board Mtg Barrhead	216.00	4 - 8 Hrs	40					
15-Jan-2020	Swan Hills PAC Ward Review	108.00	< 4 Hrs	190					
16-Jan-2020	Dunstable PAC Ward Review	108.00	< 4 Hrs	50					
17-Jan-2020	Zone 2/3 Mtg Edmonton	216.00	4 - 8 Hrs	240					
20-Jan-2020	Value Scoping	108.00	< 4 Hrs	40					
		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: 0000111245 - Created: 27-Mar-2020 09:51.33 AM - By: Kerry Mcelroy - Processed: 27-Mar-2020 09:51.33 AM - By: Kerry Mcelroy



TRUSTEE REMUNERATION

Name: MCELROY, KERRY

Month: March

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		MCELROY					CELLPHONE ALLOWANCE	20.00
(YYYYMMDD)	MEETINGS - LOCATION								
01-Mar-2020	Rural Symp. West Edmonton Mall	108.00	< 4 Hrs	110			1		
02-Mar-2020	Rural Symp. West Edmonton MALL	216.00	4 - 8 Hrs						
03-Mar-2020	Rural Symp. West Edmonton Mall	216.00	4 - 8 Hrs	110					
18-Mar-2020	Board Mtg. Barrhead	216.00	4 - 8 Hrs	40					
		0.00							

▲ TRUSTEE EXPENSE CLAIM-PAYROLL SECTION

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▲ GL DISTRIBUTION FINAL APPROVAL (AP) (TRUSTEES)

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	Shaded area payable through Payroll	\$ 1241.00		White area payable through Accounts Payable	\$ 60.00
Trustee claims are made in accordance with Board Policy P7 - 10					

TRUSTEE APPROVAL SECTION

Task ID: 0000112072 - Created: 27-Apr-2020 08:47:24 AM - By: Kerry Mcelroy - Processed: 28-Apr-2020 08:03:27 AM - By: Tracy Leigh

Action Taken: Approve Expense

Comment:

TRUSTEE EXPENSE CLAIM-PAYROLL SECTION

Task ID: 0000112072 - Created: 28-Apr-2020 08:03:27 AM - By: Tracy Leigh - Processed: 28-Apr-2020 08:12:21 AM - 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: 0000112072 - Created: 28-Apr-2020 08:03:27 AM - By: Tracy Leigh - Processed: 28-Apr-2020 08:10:08 AM - By: Mary Doris

Action Taken: Approve Expense

Period: 202008

Vendor Number: EM10135 - Mcelroy, Kerry

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: MCELROY, KERRY

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)				Amount
				# km	Breakfast	Lunch	Supper	Description	
	MONTHLY STIPEND	\$485.00							
	CHAIR ALLOWANCE	0.00							
	INTERNET ALLOWANCE		INTERNET					INTERNET ALLOWANCE	40.00
	CELLPHONE ALLOWANCE		MCELROY					CELLPHONE ALLOWANCE	20.00
(YYYYMMDD)	MEETINGS - LOCATION								
12-May-2020	Council of School Councils	108.00	< 4 Hrs						
13-May-2020	Board Mtg Barrhead online	108.00	< 4 Hrs						
14-May-2020	Dunstable Citizenship	108.00	< 4 Hrs	50					
14-May-2020	Dunstable PAC	108.00	< 4 Hrs						
19-May-2020	Board Agenda Planning	108.00	< 4 Hrs						
21-May-2020	Board Planning	108.00	< 4 Hrs						
27-May-2020	Board Mtg Barrhead online	216.00	4 - 8 Hrs						
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	DEDUCTIONS							
							(Enter Credit for Deductions)	
							(Enter Credit for Deductions)	
			SUB-TOTAL	50.00	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 \$	25.00	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	\$ 85.00
	Trustee claims are made in accordance with Board Policy P7 - 10							



TRUSTEE REMUNERATION

Name: MCELROY, KERRY

Month: June

Meeting Date	Event Description	Daily Rate	Portion of Day/Allowance	TRAVEL	SUBSISTENCE ALLOWANCE			RECEIPT DESCRIPTION	TOTAL RECEIPT
				Regular	(Please select all that apply)			Description	Amount
				# km	Breakfast	Lunch	Supper		
	MONTHLY STIPEND	\$485.00							
	CHAIR ALLOWANCE	0.00							
	INTERNET ALLOWANCE		INTERNET					INTERNET ALLOWANCE	40.00
	CELLPHONE ALLOWANCE		MCELROY					CELLPHONE ALLOWANCE	20.00
(YYYYMMDD)	MEETINGS - LOCATION								
01-Jun-2020	VV Citizenship Calgary	108.00	< 4 Hrs						
10-Jun-2020	Board Mtg Barrhead	216.00	4 - 8 Hrs	40					
17-Jun-2020	Early Learning Long Service	108.00	< 4 Hrs	40					
17-Jun-2020	CARE	108.00	< 4 Hrs						
19-Jun-2020	Educ. Services Long Service	108.00	< 4 Hrs	40					
24-Jun-2020	Board Mtg Barrhead	216.00	4 - 8 Hrs	40					
27-Jun-2020	Swan Hills Graduation	108.00	< 4 Hrs	240					
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	DEDUCTIONS									
								(Enter Credit for Deductions)		
								(Enter Credit for Deductions)		
			SUB-TOTAL	400.00	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 \$	200.00	0.00	0.00	0.00		60.00	
		Total Payroll Honoraria	1457.00		Total Km	Total Subsistence			Total Other	
	Shaded area payable through Payroll	\$ 1457.00						White area payable through Accounts Payable	\$ 260.00	
			Trustee claims are made in accordance with Board Policy P7 - 10							

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		0.00							
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	DEDUCTIONS								
								(Enter Credit for Deductions)	
								(Enter Credit for Deductions)	
			SUB-TOTAL	40.00	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 \$	20.00	0.00	0.00	0.00		60.00
		Total Payroll Honoraria	593.00		Total Km	Total Subsistence			
	Shaded area payable through Payroll	\$ 593.00						White area payable through Accounts Payable	\$ 80.00
		Trustee claims are made in accordance with Board Policy P7 - 10							