



Expense Reimbursement Authorization




Rec

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

▼ TRUSTEE TIMESHEET

Task ID: 0000097530 - Created: 03-Sep-2019 09:45:23 AM - By: Wendy Scinski - Processed: 30-Sep-2019 08:37:24 AM - By: Wendy Scinski

		<h2 style="margin: 0;">TRUSTEE REMUNERATION</h2>							
Name: SCINSKI, WENDY									
Month: September									
				TRAVEL Regular	SUBSISTENCE ALLOWANCE (Please select all that apply)			RECEIPT DESCRIPTION	
Meeting Date	Event Description	Daily Rate	Portion of Day/Allowance	# km	Breakfast	Lunch	Supper	Description	
	MONTHLY STIPEND	\$485.00							
	CHAIR ALLOWANCE	648.00	VICE CHAIR						
	INTERNET ALLOWANCE		INTERNET					INTERNET ALLOWANCE	
	CELLPHONE ALLOWANCE		SCINSKI					CELLPHONE ALLOWANCE	
(YYYYMMDD)	MEETINGS - LOCATION								
03-Sep-2019	Agenda planning - Barrhead	108.00	< 4 Hrs	86					
11-Sep-2019	Board meeting - Barrhead	216.00	4 - 8 Hrs	86					
13-Sep-2019	Meeting with MLAs - Barrhead	108.00	< 4 Hrs	86					
17-Sep-2019	Agenda planning - Barrhead	108.00	< 4 Hrs	86					
18-Sep-2019	CONEX- Westlock	108.00	< 4 Hrs						
19-Sep-2019	Ecole WES Council meeting - Westlock	108.00	< 4 Hrs						
20-Sep-2019	Lunch with new PAs - Barrhead	108.00	< 4 Hrs	86					
23-Sep-2019	Policy Committee - Barrhead	108.00	< 4 Hrs	86					
24-Sep-2019	RFS School Council meeting - Westlock	108.00	< 4 Hrs						
25-Sep-2019	Board Meeting - NPCS - Neerlandia	216.00	4 - 8 Hrs	114					
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					SUB-TOTAL	630.00	0.00	0.00	0.00
					RATES	0.50	10.00	15.00	25.00
					TOTAL \$	315.00	0.00	0.00	0.00
	Total Payroll Honoraria	2429.00			Total Km	. Total S u b s i s t e n c e .			
	Shaded area payable through Payroll	\$ 2429.00							White area payable through Account Payable
					Trustee claims are made in accordance with Board Policy P7 - 10				

▼ TRUSTEE APPROVAL SECTION

Task ID: 0000097530 - Created: 30-Sep-2019 08:37.24 AM - By: Wendy Scinski - Processed: 30-Sep-2019 05:43.37 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: 0000100479 - Created: 15-Oct-2019 08:15.09 AM - By: Wendy Scinski - Processed: 01-Nov-2019 05:00.19 PM - By: Wendy Scinski



TRUSTEE REMUNERATION

Name: SCINSKI, WENDY

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	648.00	VICE CHAIR						
	INTERNET ALLOWANCE		INTERNET				INTERNET ALLOWANCE	40.00	
	CELLPHONE ALLOWANCE		SCINSKI				CELLPHONE ALLOWANCE	30.00	
(YYYYMMDD)	MEETINGS - LOCATION								
07-Oct-2019	Audit Committee meeting - Barrhead	108.00	< 4 Hrs	86					
09-Oct-2019	Board Meeting - Barrhead	216.00	4 - 8 Hrs	86					
10-Oct-2019	Policy Committee meeting - Barrhead	216.00	4 - 8 Hrs	86					
15-Oct-2019	Agenda Planning - Barrhead	108.00	< 4 Hrs	86					
16-Oct-2019	CONEX - Westlock	108.00	< 4 Hrs						
16-Oct-2019	EFAP - Barrhead	108.00	< 4 Hrs	86					
21-Oct-2019	Policy Committee - Barrhead	216.00	4 - 8 Hrs	86					
23-Oct-2019	Board Meeting - Pibroch	216.00	4 - 8 Hrs						
24-Oct-2019	CUPE - Barrhead	108.00	< 4 Hrs	86					
30-Oct-2019	Board Planning - Barrhead	108.00	< 4 Hrs	86					
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DEDUCTIONS									
								(Enter Credit for Deductions)	
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			SUB-TOTAL	688.00	0.00	0.00	0.00		
			RATES	0.50	10.00	15.00	25.00		
			TOTAL \$	344.00	0.00	0.00	0.00		70.00
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.									
	Total Payroll Honoraria	2645.00		Total Km	Total Subsistence				Total Other
	Shaded area payable through Payroll	\$ 2645.00						White area payable through Accounts Payable	\$ 414.00
		Trustee claims are made in accordance with Board Policy P7 - 10							

▼ TRUSTEE APPROVAL SECTION

Task ID: 0000100479 - Created: 01-Nov-2019 05:00.19 PM - By: Wendy Scinski - Processed: 05-Nov-2019 09:59.57 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: 0000102553 - Created: 10-Nov-2019 12:22.36 PM - By: Wendy Scinski - Processed: 02-Dec-2019 12:33.03 PM - By: Wendy Scinski



TRUSTEE REMUNERATION

Name: SCINSKI, WENDY

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	648.00	VICE CHAIR						
	INTERNET ALLOWANCE		INTERNET				INTERNET ALLOWANCE	40.00	
	CELLPHONE ALLOWANCE		SCINSKI				CELLPHONE ALLOWANCE	30.00	
(YYYYMMDD)	MEETINGS - LOCATION								
01-Nov-2019	RFS Awards night - Westlock	108.00	< 4 Hrs						
05-Nov-2019	Agenda Planning - Barrhead	108.00	< 4 Hrs	86					
11-Nov-2019	Remembrance Day Ceremony - Westlock	108.00	< 4 Hrs						
12-Nov-2019	CUPE negotiations - Barrhead	216.00	4 - 8 Hrs	86					
12-Nov-2019	Council of School Councils - Barrhead	108.00	< 4 Hrs						
13-Nov-2019	Board Meeting - Barrhead	216.00	4 - 8 Hrs	86					
14-Nov-2019	Policy Committee Meeting - Barrhead	216.00	4 - 8 Hrs	86					
17-Nov-2019	ASBA FGM - Edmonton	108.00	< 4 Hrs	110		1			
18-Nov-2019	ASBA-FGM/Budget evening meeting	324.00	> 8 Hrs			1			
19-Nov-2019	ASBA FGM - Edmonton	216.00	4 - 8 Hrs						
20-Nov-2019	TEBA - Edmonton	108.00	< 4 Hrs	110					
20-Nov-2019	Agenda Planning - Barrhead	108.00	< 4 Hrs	86					
20-Nov-2019	EHS Council meeting - Clyde	108.00	< 4 Hrs	26					
21-Nov-2019	WES Council meeting - Westlock	108.00	< 4 Hrs						
25-Nov-2019	Board Planning - Barrhead	108.00	< 4 Hrs	86					
25-Nov-2019	TBAC - Barrhead	108.00	< 4 Hrs						

26-Nov-2019	Policy Committee - Barrhead	108.00	< 4 Hrs	86						
26-Nov-2019	RFS School Council meeting - Westlock	108.00	< 4 Hrs							
27-Nov-2019	Board Meeting - Barrhead	216.00	4 - 8 Hrs	86						
29-Nov-2019	CUPE Negotiations	216.00	4 - 8 Hrs	86						
DEDUCTIONS										
		(Enter Credit for Deductions)								
		(Enter Credit for Deductions)								
				SUB-TOTAL		1020.00	0.00	0.00	2.00	
				RATES		0.50	10.00	15.00	25.00	
				TOTAL \$		510.00	0.00	0.00	50.00	
									70.00	
		Total Payroll Honoraria		4157.00		Total Km	Total Subsistence		Total Other	
		Shaded area payable through Payroll		\$ 4157.00					White area payable through Accounts Payable	\$ 630.00
				Trustee claims are made in accordance with Board Policy P7 - 10						

▼ TRUSTEE APPROVAL SECTION

Task ID: 0000102553 - Created: 02-Dec-2019 12:33.03 PM - By: Wendy Scinski - Processed: 02-Dec-2019 07:47.38 PM - By: Mabel Wang

Action Taken: Approve Expense

Comment:



TRUSTEE REMUNERATION

Name: SCINSKI, WENDY

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	648.00	VICE CHAIR						
	INTERNET ALLOWANCE		INTERNET					INTERNET ALLOWANCE	40.00
	CELLPHONE ALLOWANCE		SCINSKI					CELLPHONE ALLOWANCE	30.00
(YYYYMMDD)	MEETINGS - LOCATION								
02-Dec-2019	Board Planning - Barrhead	108.00	< 4 Hrs	86					
03-Dec-2019	Agenda Planning - Barrhead	108.00	< 4 Hrs	86					
06-Dec-2019	ADLC Long Service Award - Barrhead	108.00	< 4 Hrs	86					
11-Dec-2019	Board Meeting- Dunstable	216.00	4 - 8 Hrs						
20-Dec-2019	WES - long service awards	108.00	< 4 Hrs						
		108.00	< 4 Hrs						
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DEDUCTIONS

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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	258.00	0.00	0.00	0.00	
	RATES	0.50	10.00	15.00	25.00	
	TOTAL \$	129.00	0.00	0.00	0.00	70.00

	Total Payroll Honoraria	1889.00	Total Km	Total Subsistence		Total Other
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	Shaded area payable through Payroll	\$ 1889.00		White area payable through Accounts Payable	\$ 199.00
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Trustee claims are made in accordance with Board Policy P7 - 10



TRUSTEE REMUNERATION

Name: SCINSKI, WENDY

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	648.00	VICE CHAIR						
	INTERNET ALLOWANCE		INTERNET					INTERNET ALLOWANCE	40.00
	CELLPHONE ALLOWANCE		SCINSKI					CELLPHONE ALLOWANCE	30.00
(YYYYMMDD)	MEETINGS - LOCATION								
07-Jan-2020	Agenda Planning - Barrhead	108.00	< 4 Hrs	86					
10-Jan-2020	Interviews for Secretary Treasurer - Barrhead	216.00	4 - 8 Hrs	86					
14-Jan-2020	Meeting with J. Tuininga re Policy	0.00		86					
15-Jan-2020	Board Meeting - Barrhead	216.00	4 - 8 Hrs	43					
16-Jan-2020	Prepping for ATA negotiations - Barrhead	108.00	< 4 Hrs	43					
22-Jan-2020	CONEX -	108.00	< 4 Hrs						

Westlock									
23-Jan-2020	Ecole WES Council meeting - Westlock	108.00	< 4 Hrs						
28-Jan-2020	RFS School Council meeting - Westlock	108.00	< 4 Hrs						
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DEDUCTIONS									
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				(Enter Credit for Deductions)					
			SUB-TOTAL	344.00	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 \$	172.00	0.00	0.00	0.00		70.00
		Total Payroll Honoraria	2105.00	Total Km	. T o t a l S u b s i s t e n c e .				Total Other
	Shaded area payable through Payroll	\$ 2105.00						White area payable through Accounts Payable	\$ 242.00
		Trustee claims are made in accordance with Board Policy P7 - 10							

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: 0000109717 - Created: 03-Mar-2020 07:17.03 PM - By: Wendy Scinski - Processed: 01-Apr-2020 08:49.41 AM - By: Wendy Scinski



TRUSTEE REMUNERATION

Name: SCINSKI, WENDY

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	648.00	VICE CHAIR						
	INTERNET ALLOWANCE		INTERNET					INTERNET ALLOWANCE	40.00
	CELLPHONE ALLOWANCE		SCINSKI					CELLPHONE ALLOWANCE	30.00
(YYYYMMDD)	MEETINGS - LOCATION								
01-Mar-2020	Rural Education Symposium - Edmonton	108.00	< 4 Hrs	83			1		
02-Mar-2020	Rural Education Symposium	216.00	4 - 8 Hrs				1		
03-Mar-2020	Rural Education Symposium -Edmonton	216.00	4 - 8 Hrs	83					
04-Mar-2020	Conference call with Minister -Barrhead	0.00		86					

09-Mar-2020	Meeting at ADLC - Barrhead	0.00		86					
10-Mar-2020	Agenda Planning - Barrhead	108.00	< 4 Hrs	86					
13-Mar-2020	MLA visit to ADLC	108.00	< 4 Hrs	86					
18-Mar-2020	Board Meeting - Barrhead	216.00	4 - 8 Hrs	86					
31-Mar-2020	Agenda planning -	108.00	< 4 Hrs						
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DEDUCTIONS									
		(Enter Credit for Deductions)							
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				SUB-TOTAL	596.00	0.00	0.00	2.00	
				RATES	0.50	10.00	15.00	25.00	
				TOTAL \$	298.00	0.00	0.00	50.00	70.00
	Total Payroll Honoraria	2213.00		Total Km	Total Subsistence				Total Other
	Shaded area payable through Payroll	\$ 2213.00						White area payable through Accounts Payable	\$ 418.00
		Trustee claims are made in accordance with Board Policy P7 - 10							

TRUSTEE APPROVAL SECTION

▼ TRUSTEE APPROVAL SECTION

Task ID: 0000109717 - Created: 01-Apr-2020 08:49.41 AM - By: Wendy Scinski - Processed: 01-Apr-2020 09:50.52 AM - By: Tracy Leigh

Action Taken: Approve Expense

Comment:

▲ TRUSTEE EXPENSE CLAIM-PAYROLL SECTION

▲ GL DISTRIBUTION FINAL APPROVAL (AP) (TRUSTEES)

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: 0000111645 - Created: 08-Apr-2020 08:16.25 AM - By: Wendy Scinski - Processed: 03-May-2020 03:23.27 PM - By: Wendy Scinski

		TRUSTEE REMUNERATION							
Name: SCINSKI, WENDY									
Month: April									
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	648.00	VICE CHAIR						
	INTERNET ALLOWANCE		INTERNET				INTERNET ALLOWANCE	40.00	
	CELLPHONE ALLOWANCE		SCINSKI				CELLPHONE ALLOWANCE	30.00	
(YYYYMMDD)	MEETINGS - LOCATION	Daily Rate	Portion of Day/Allowance	# km	Breakfast	Lunch	Supper	Description	Amount
07-Apr-2020	Principal Planning -	108.00	< 4 Hrs						
08-Apr-2020	Board Meeting	108.00	< 4 Hrs						
14-Apr-2020	Agenda Planning	108.00	< 4 Hrs						
15-Apr-2020	Board Planning	108.00	< 4 Hrs						
21-Apr-2020	TEBA 61/ASBA	108.00	< 4 Hrs						
22-Apr-2020	Board Meeting	216.00	4 - 8 Hrs						
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DEDUCTIONS									
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		(Enter Credit for Deductions)							
SUB-TOTAL				0.00	0.00	0.00	0.00		
RATES				0.50	10.00	15.00	25.00		
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.		TOTAL \$	0.00	0.00	0.00	0.00		70.00
	Total Payroll Honoraria	1889.00		Total Km	. T o t a l S u b s i s t e n c e .			Total Other
	Shaded area payable through Payroll	\$ 1889.00					White area payable through Accounts Payable	\$ 70.00
Trustee claims are made in accordance with Board Policy P7 - 10								

▼ TRUSTEE APPROVAL SECTION

Task ID: 0000111645 - Created: 03-May-2020 03:23.27 PM - By: Wendy Scinski - Processed: 04-May-2020 08:10.48 AM - By: Tracy Leigh

Action Taken: Approve Expense

Comment:

▼ TRUSTEE EXPENSE CLAIM-PAYROLL SECTION

Task ID: 0000111645 - Created: 04-May-2020 08:10.48 AM - By: Tracy Leigh - Processed: 04-May-2020 08:16.45 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: 0000111645 - Created: 04-May-2020 08:10.48 AM - By: Tracy Leigh - Processed: 04-May-2020 02:33.15 PM - By: Mary Doris

Action Taken: Approve Expense

Period: 202009

Vendor Number: EM10816 - Scinski, Wendy

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
5700000669000442		70.00	G	3.33
Total Without Taxes:				66.67
Tax Total:				<u>3.33</u>
Total With Taxes:				70.00

Comment:

APRIL 2020 INTERNET & CELL



TRUSTEE REMUNERATION

Name: SCINSKI, WENDY

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)			Description	Amount
				# km	Breakfast	Lunch	Supper		
	MONTHLY STIPEND	\$485.00							
	CHAIR ALLOWANCE	648.00	VICE CHAIR						
	INTERNET ALLOWANCE		INTERNET					INTERNET ALLOWANCE	40.00
	CELLPHONE ALLOWANCE		SCINSKI					CELLPHONE ALLOWANCE	30.00
(YYYYMMDD)	MEETINGS - LOCATION								
04-May-2020	Agenda Planning	108.00	< 4 Hrs						
12-May-2020	Council of School Councils - Barrhead	108.00	< 4 Hrs	86					
13-May-2020	Board Meeting	108.00	< 4 Hrs						
19-May-2020	Agenda Planning	108.00	< 4 Hrs						
21-May-2020	Board Planning	108.00	< 4 Hrs						
27-May-2020	Board Meeting	216.00	4 - 8 Hrs						
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	DEDUCTIONS									
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			SUB-TOTAL	86.00	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 \$	43.00	0.00	0.00	0.00		70.00	
		Total Payroll Honoraria	1889.00		Total Km.	Total Subsistence.				Total Other
	Shaded area payable through Payroll	\$ 1889.00						White area payable through Accounts Payable	\$ 113.00	
			Trustee claims are made in accordance with Board Policy P7 - 10							

