

Trustees and Senior Executive Expenses

On September 5, 2012, the Government of Alberta announced that Minister's Office expense would be posted online beginning with October 2012 expenses. The expenses include those of ministers, their executive assistants and their administrative support staff. They cover:

- meals, accommodation and travel;
- hosting and working sessions;
- goods, supplies and services, and other expenses.

Each month's expenses are posted by the end of the following month.

Name:	Mandi Skogen				
Position:	Trustee				
Reporting Period:	January 2017				
	Meals, Accommodation, & Travel	Hosting and Working Sessions	Goods, Supplies and Other Expenses	Total	Year To Date Total
Expenses Incurred:					
Paid by the individual	38.71		72.57	\$ 111.28	\$ 1,848.55
Paid by NLSD			711.20	\$ 711.20	\$ 2,774.23
Total	\$ 38.71	\$ -	\$ 783.77	\$ 822.48	\$ 4,622.78
Notes:	There are 3 vehicles available to all trustees. Expenses above do not include total board shared vehicle expenses of \$2290.23. Any reimbursements for fuel and vehicle expenses are included here.				

Meals, Accommodations, and travel

Amounts paid for expenses such as meals, air fare, taxis, parking, mileage, hotels and other accommodations incurred by Trustee/administration and/or their office staff while traveling on division business.

NLSD meal allowance = Breakfast \$15.00, Lunch \$15.00, Dinner \$25.00, no receipts required.

NLSD mileage allowance = \$0.54/km.

Hosting and Working Sessions

Amounts paid by Trustee/administration and/or their office staff related to hosting or working sessions.

Goods, Supplies & Services and Other Expenses

Amounts paid to support the Trustee/administration and operations of the Trustee's office including general office supplies and services.

Any of the above costs incurred by the Trustee/administration and/or their office staff programs are also included in this report. Salaries and other related manpower costs are excluded.

All expenses shown net of GST rebate.

Tammy Costard

From: arlene hrynyk <arlene.hrynyk@nlsd.ab.ca>
Sent: February-06-17 3:32 PM
To: tammy.costard@nlsd.ab.ca; mandi skogen
Subject: Re: Scanned from a Xerox Multifunction Device

Hi,

The winter wellness is part of our honoraria therefore to be removed. All else is great. I forwarded my claim for last month an hr ago. I did however forget to claim for PAC as chair of 25.00 as I prepared all documents and agenda for that meeting. Mandi was elected chair after. Hope that helps

Kind regards, Arlene Hrynyk Sent from my iPhone

> On Feb 6, 2017, at 3:17 PM, Tammy Costard <tammy.costard@nlsd.ab.ca> wrote:

>
> Good afternoon Arlene,,
>
> I have attached Mandi's Board Member Compensation Form for your review.
> Please reply and confirm approval as submitted or advise if there are
> changes required for approval.
> Also, could forward a copy of your own January compensation form to
> Mandi, for approval ASAP, as we would like to process these forms by
> the end of the day tomorrow in order to get the file to the bank the
> required 2 days prior to pay day.
> Mandi, please forward me an approved copy Arlene's approved
> compensation form.

>
> Thank you
>
> Tammy Costard
> Finance/Benefits Clerk
> Northern Lights Public Schools
> Phone: 780-826-3145 ext. 117

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>
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>
> -----Original Message-----

> From: division.office@nlsd.ab.ca [<mailto:division.office@nlsd.ab.ca>]
> Sent: February-06-17 2:42 PM
> To: Costard, Tammy
> Subject: Scanned from a Xerox Multifunction Device

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>
> Please open the attached document. It was scanned and sent to you
> using a Xerox Multifunction Device.

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