

## 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:	October 2015				
	Meals, Accommodation, & Travel	Hosting and Working Sessions	Goods, Supplies and Other Expenses	Total	Year To Date Total
Expenses Incurred:					
Paid by the individual	562.45		72.57	\$ 635.02	\$ 984.33
Paid by NLSD			675.23	\$ 675.23	\$ 675.23
Total	\$ 562.45	\$ -	\$ 747.80	\$ 1,310.25	\$ 1,659.56
Notes:	There are 3 vehicles available to all trustees. Expenses above do not include total board shared vehicle expenses of \$1954.65. 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 = \$0.55/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.**

**NORTHERN LIGHTS SCHOOL DIVISION NO. 69  
BOARD MEMBER COMPENSATION FORM**

October 2015  
04.30/15  
2015

NAME: Mandi Skogen

Trustee

Month

Oct

Year

Date	Description of Activity	Half Day Rate (281-07-01) \$100.00 + \$26.15 Chair (Less than 4 hours including travel)	Full Day Rate (281-07-01) \$200.00 (More than 4 hours including travel)	Extended Day Rate (281-07-01) \$300.00 (More than 8 hours including travel)	Prep. Time (282-07-01) \$100.00	Mileage Travel Allow. \$0.54/km when in their own vehicle up to 5000 kms \$0.48/km after 5000 kms \$0.25/km if division vehicle available	Overnight Allowance (462-07-01) \$125 or Actual or \$50	Meals (462-07-01) B - \$15.00 L - \$15.00 D - \$25.00	Misc. (Parking, Taxi, Phone, Internet, Flights, etc.)	Total
	HONORARIA									\$ 707.00
	ALLOWANCE									\$ 134.10
	COMM ALLOWANCE								75.00	\$ 75.00
06-Oct	Facilities Review Mtg BV		\$ 200.00							\$ 200.00
07-Oct	Board Mtg BV		\$ 200.00		\$ 100.00	\$ 59.40				\$ 359.40
16-Oct	Art Smith Aviation	\$ 100.00								\$ 100.00
20-Oct	CLES Cheque Presentation	\$ 100.00								\$ 100.00
20-Oct	Travel to Edmonton for PSBAA	\$ 100.00						\$ 25.00		\$ 125.00
21-Oct	PSBAA			\$ 300.00				\$ 25.00		\$ 325.00
22-Oct	PSBAA			\$ 300.00						\$ 300.00
23-Oct	PSBAA and TVL to CL			\$ 300.00			\$ 471.03			\$ 771.03
26-Oct	Support Staff Conference CL	\$ 100.00								\$ 100.00
28-Oct	Board Meeting BV		\$ 200.00		\$ 100.00					\$ 300.00
29-Oct	TVL to Zone 2/3	\$ 100.00								\$ 100.00
30-Oct	Zone 2/3		\$ 200.00							\$ 200.00
										\$ -
										\$ -
<b>TOTALS</b>		<b>\$ 500.00</b>	<b>\$ 800.00</b>	<b>\$ 900.00</b>	<b>\$ 200.00</b>	<b>\$ 59.40</b>	<b>\$ 471.03</b>	<b>\$ 50.00</b>	<b>\$ -</b>	<b>\$ 3,896.53</b>

Signature: 

Payment Approved: 

KMS on Claim

<b>PAYROLL - Grand Totals</b>	
L-281-07-01-67	\$ 2,200.00
L-282-07-01-67	\$ 200.00
L-283-07-01-67	\$ 707.00
L-284-07-01-67 (Benefit Allowance)	\$ 134.10
<b>TOTAL</b>	<b>\$ 3,241.10</b>

<b>ACCOUNTS PAYABLE Vendor #8015</b>	
1-461-07-01-67 (mileage)	\$ 59.40
1-462-07-01-67 (accommodations)	\$ 471.03
1-462-07-01-67 (subsistence)	\$ 50.00
1-454-07-01-67 (Misc.) (Phone/Internet)	\$ 75.00
<b>TOTAL</b>	<b>\$ 580.43</b>

6.57  
31.21  
655.43

KMS To Date

**Grand Total**  
\$ **3,821.53**  
*3896.53*



Ms Mandi Skogen  
Canada

Room Number : 1012  
Arrival Date : 10-20-15  
Departure Date : 10-23-15  
Page : 1 of 1  
Folio Number : 412216  
Confirmation : 18401296  
Cashier : 327

**INFORMATION INVOICE**

Group Code : ED151020PUB  
Company Name : Public School Boards Associa  
GST No: 121767065 RT 0001  
10-23-15

Date	Description	Charges	Credits
10-20-15	Room Charge	140.00	
10-20-15	Room Alberta Tourism Levy	5.60	
10-20-15	Room D.M.F.	4.20	
10-20-15	Room GST	7.00	
10-20-15	Room D.M.F. GST	0.21	
10-21-15	Room Charge	140.00	
10-21-15	Room Alberta Tourism Levy	5.60	
10-21-15	Room D.M.F.	4.20	
10-21-15	Room GST	7.00	
10-21-15	Room D.M.F. GST	0.21	
10-22-15	Room Charge	140.00	
10-22-15	Room Alberta Tourism Levy	5.60	
10-22-15	Room D.M.F.	4.20	
10-22-15	Room GST	7.00	
10-22-15	Room D.M.F. GST	0.21	
10-23-15	Visa XXXXXXXXXXXX [REDACTED] XXXX		471.03
<b>Total</b>		<b>471.03</b>	<b>471.03</b>
<b>Balance</b>		<b>0.00</b>	<b>CAD</b>

Room GST 21.00  
F&B GST 0.00  
Misc GST 0.63  
Total 21.63

Severed under FOIP - Section 40  
(Personal Information)

I agree that I am personally liable for the final disposition and payment of any services rendered or goods supplied by The Sutton Place Hotel and further authorize the use of my credit card to facilitate full payment. I accept responsibility in the event the indicated third-party, company or association fails to render full payment of this account, and also for any loss or damage to the premises or its contents.

Guest Signature: \_\_\_\_\_

A MEMBER OF THE SUTTON PLACE HOTELS GROUP - CHICAGO, EDMONTON, TORONTO, VANCOUVER

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