

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:	Arlene Hyrnyk				
Position:	Trustee				
Reporting Period:	November 2017				
	Meals, Accommodation, & Travel	Hosting and Working Sessions	Goods, Supplies and Other Expenses	Total	Year To Date Total
Expenses Incurred:					
Paid by the individual	255.46		63.91	\$ 319.37	\$ 426.77
Paid by NLSD	- 1,762.56		81.23	-\$ 1,681.33	-\$ 713.78
Total	-\$ 1,507.10	\$ -	\$ 145.14	-\$ 1,361.96	-\$ 287.01
Notes:	There are 3 vehicles available to all trustees. Expenses above do not include total board shared vehicle expenses of \$2597.39. 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.

**NORTHERN LIGHTS PUBLIC SCHOOLS
BOARD MEMBER COMPENSATION FORM**

NAME: Arlene Hrynyk

Vice Chair

Month

Year

Date	Description of Activity	Half Day Rate (281-07-01) \$100.00 + \$27.00 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									\$ 1,412.00
	ALLOWANCE									\$ 148.00
	COMM ALLOWANCE								\$ 150.00	\$ 75.00
	less visa pmt for internet service								\$ (83.95)	\$ (83.95)
October.31	Aurora- ALPAC Donation	\$ 100.00								\$ 100.00
Nov.8	Board Meeting& Trvl Edmt			\$ 300.00	\$ 100.00			\$ 25.00		\$ 425.00
Nov.9	AB Ed Promising Practices Sess.			\$ 300.00						\$ 300.00
Nov.19	Rural Caucus & ASBA FGM			\$ 300.00			\$ 55.00			\$ 355.00
Nov.20	ASBA FGM			\$ 300.00			\$ 25.00			\$ 325.00
Nov.21	ASBA FGM			\$ 300.00						\$ 300.00
Nov.21	TEBA 4-6:15pm	\$ 100.00					\$ 25.00			\$ 125.00
Nov.22	No travel-hotel and meals only	\$ -					\$ 55.00			\$ 55.00
Nov.23	No travel-hotel and meals only	\$ -					\$ 55.00			\$ 55.00
Nov.24	Zone 2/3 & travel			\$ 300.00						\$ 300.00
Nov.29	Board Meeting & ATA Dinner			\$ 300.00	\$ 100.00					\$ 400.00
Oct/Nov	Zone 2/3 Parking Receipts						\$ 20.00	\$ 20.00		\$ 20.00
	TOTALS	\$ 200.00	\$ -	\$ 2,100.00	\$ 200.00	\$ -	\$ -	\$ 280.00	\$ 66.05	\$ 4,311.05

Signature: _____

Payment Approved:  _____

86.05

KMS on Claim

PAYROLL - Grand Totals	
1-281-07-01-71	\$ 2,300.00
1-282-07-01-71	\$ 200.00
1-283-07-01-71	\$ 1,412.00
1-284-07-01-71 (Benefit Allowance)	\$ 148.00
TOTAL	\$ 4,060.00

ACCOUNTS PAYABLE	
1-461-07-01-71 (mileage)	\$ -
1-462-07-01-71 (accommodations)	\$ -
1-462-07-01-71 (subsistence)	\$ 280.00
1-454-07-01-71 (Misc.)	\$ 66.05
1463070171	\$ 20.00
TOTAL	\$ 326.05

KMS To Date

Grand Total
\$ 4,386.05

Tammy Costard

From: michael topylki <michael.topylki@nlsd.ab.ca>
Sent: November-30-17 3:48 PM
To: tammy costard
Subject: Fwd: NLPS Nov Expense 2017.xlsx
Attachments: NLPS Nov Expense 2017.xlsx

Approved

----- Forwarded message -----

From: Arlene Hrynyk <arlene.hrynyk@nlsd.ab.ca>
Date: Thu, Nov 30, 2017 at 11:47 AM
Subject: NLPS Nov Expense 2017.xlsx
To: michael topylki <Michael.Topylki@nlsd.ab.ca>, <tammy.costard@nlsd.ab.ca>
CC: <arlene.hrynyk@nlsd.ab.ca>

Hi Michael,

Attached please find my expense claim for November for approval. Original copy and parking receipts will be provided upon my next office visit.

Please note that I did not travel home on November 23 as I had to return on November 24 . Therefore there is no travel time however I am claiming meals and hotel only(one extra night). Hotel charges are on NLPS Visa and will be submitted separately for your review.

If you have any questions, do not hesitate to contact me.

Thanks,

Arlene

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Thank you and have a great day.
Michael Topylki
Northern Lights Public Schools
Trustee Bonnyville Area
michael.topylki@nlsd.ab.ca
[REDACTED]