

## 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:	April 2016				
	Meals, Accommodation, & Travel	Hosting and Working Sessions	Goods, Supplies and Other Expenses	Total	Year To Date Total
Expenses Incurred:					
Paid by the individual	672.22		75.00	\$ 747.22	\$ 4,469.89
Paid by NLS D	312.12			\$ 312.12	\$ 1,696.50
Total	\$ 984.34	\$ -	\$ 75.00	\$ 1,059.34	\$ 6,166.39
Notes:	There are 3 vehicles available to all trustees. Expenses above do not include total board shared vehicle expenses of \$2494.95. 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.

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

NLS D 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**

NAME: Mandi Skogen

Trustee

Month

April

Year

2016

Date	Description of Activity	Half Day Rate (281-07-01) \$99.79 + \$26.09 Chair (Less than 4 hours including travel)	Full Day Rate (281-07-01) \$199.58 (More than 4 hours including travel)	Extended Day Rate (281-07-01) \$299.37 (More than 8 hours including travel)	Prep. Time (282-07-01) \$99.79	Mileage Travel Allow. \$0.55/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									\$ 705.50
	ALLOWANCE									\$ 133.82
	COMM ALLOWANCE								\$ 75.00	\$ 75.00
30-Mar	CLES Build Meeting	\$ 99.79								\$ 99.79
03-Apr	Tvl to Edmonton	\$ 99.79								\$ 99.79
04-Apr	Board Retreat			\$ 299.37						\$ 299.37
05-Apr	Retreat & Tvl to CL			\$ 299.37						\$ 299.37
07-Apr	PAC Meeting		\$ 199.58							\$ 199.58
12-Apr	Board Meeting BV		\$ 199.58		\$ 99.79	\$ 52.80				\$ 352.17
13-Apr	CLES Build Meeting	\$ 99.79								\$ 99.79
14-Apr	Tvl to Edmonton	\$ 99.79								\$ 99.79
15-Apr	PSBC		\$ 199.58				\$ 401.92	\$ 25.00		\$ 124.79
16-Apr	PSBC & Tvl to CL		\$ 199.58			\$ 152.50		\$ 15.00		\$ 626.50
25-Apr	Facilities Review LLB		\$ 199.58							\$ 199.58
27-Apr	Board Meeting BV		\$ 199.58		\$ 99.79					\$ 299.37
										\$
	<b>TOTALS</b>	\$ 399.16	\$ 1,197.48	\$ 598.74	\$ 199.58	\$ 205.30	\$ 401.92	\$ 65.00	\$ 75.00	\$ 3,981.50

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

Payment Approved: \_\_\_\_\_

<b>PAYROLL - Grand Totals</b>	
1-281-07-01-67	\$ 2,195.38
1-282-07-01-67	\$ 199.58
1-283-07-01-67	\$ 705.50
1-284-07-01-67 (Benefit Allowance)	\$ 133.82
<b>TOTAL</b>	<b>\$ 3,234.28</b>

<b>ACCOUNTS PAYABLE</b>	
1-461-07-01-67 (mileage)	\$ 205.30
1-462-07-01-67 (accommodations)	\$ 401.92
1-462-07-01-67 (subsistence)	\$ 65.00
1-454-07-01-67 (Misc) Phone	\$ 75.00
<b>TOTAL</b>	<b>\$ 747.22</b>

KMS on Claim

KMS To Date

**Grand Total**



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SKOGEN, MANDI



COLD LAKE AB T9M1E  
 CANADA

Room No: 2612/NKS  
 Arrival Date: 4/14/2016 4:46:00 PM  
 Departure Date: 4/16/2016 11:59:00 AM  
 Adult/Child: 1/0  
 Cashier ID: CHPA/CHELSEY  
 Room Rate: 179.00  
 AL:  
 HH # 658150447 BLUE  
 VAT # 86563-0222 RT0001  
 Folio No/Che 131036 A

Confirmation Number: 82826409

DOUBLETREE WEST EDMONTON 4/16/2016 11:58:00 AM

DATE	Transaction ID	DESCRIPTION	GUEST CHARGES
4/14/2016	790463	GUEST ROOM	\$179.00
4/14/2016	790463	AB TOURISM LEVY	\$7.37
4/14/2016	790463	DMF	\$5.37
4/14/2016	790463	GST	\$9.22
4/15/2016	791529	GUEST ROOM	\$179.00
4/15/2016	791529	AB TOURISM LEVY	\$7.37
4/15/2016	791529	DMF	\$5.37
4/15/2016	791529	GST	\$9.22
4/16/2016	791773		(\$401.92)

	Revenue	Tax
Total Invoice Amount	\$358.00	\$43.92

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