

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:	November 2013				
	Meals, Accommodation, & Travel	Hosting and Working Sessions	Goods, Supplies and Other Expenses	Total	Year To Date Total
Expenses Incurred:					
Paid by the individual	932.85	-	-	\$ 932.85	\$ 932.85
Paid by NLSD	-	-	50.80	\$ 50.80	\$ 50.80
Total	\$ 932.85	\$ -	\$ 50.80	\$ 983.65	\$ 983.65
Notes:	There are 3 vehicles available to all trustees. Expenses above do not include total board shared vehicle expenses of \$1396.58. 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 \$12.50, Lunch \$12.50, Dinner \$25.00, no receipts required.

NLSD mileage allowance = \$0.52/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

Month Oct/Nov Year *Receipts* 2013

Date	Description of Activity	Half Day Rate (281-07-01) \$86.25 + \$26.15 Chair (Less than 4 hours including travel)	Full Day Rate (281-07-01) \$172.50 (More than 4 hours including travel)	Extended Day Rate (281-07-01) \$258.75 (More than 8 hours including travel)	Prep. Time (282-07-01) \$86.25	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									\$ 522.70
	ALLOWANCE									\$ 134.10
30-Oct	Board Meeting			\$ 258.75	\$ 86.25					\$ 345.00
03-Nov	Tvl to Edm	\$ 86.25								\$ 86.25
03-Nov	dinner							\$ 25.00		\$ 25.00
03-Nov	Varscona Hotel						\$ 133.60			\$ 133.60
04-Nov	New Trustee Orientation & Tvl to CL			\$ 258.75						\$ 258.75
13-Nov	Board Meeting		\$ 172.50		\$ 86.25					\$ 258.75
17-Nov	Tvl to Edm & Rookie Round-Up		\$ 172.50			\$ 329.40				\$ 501.90
17-Nov	dinner							\$ 25.00		\$ 25.00
18-Nov	ACSA			\$ 258.75						\$ 258.75
19-Nov	ACSA & Tvl to CL			\$ 258.75						\$ 258.75
19-Nov	Westin Hotel						\$ 390.70			\$ 390.70
TOTALS		\$ 86.25	\$ 345.00	\$ 1,035.00	\$ 172.50	\$ 329.40	\$ 524.30	\$ 50.00	\$ -	\$ 3,199.25

Signature: *Mandi Skogen*

Payment Approved: *Mandi Skogen*

KMS on Claim

720

KMS To Date

720

PAYROLL	
1-281-07-01-67	\$ 1,897.50
1-282-07-01-67	\$ 258.75
1-283-07-01-67	\$ 522.70
1-284-07-01-67 (Benefit Allowance)	\$ 134.10
TOTAL	\$ 2,813.05

ACCOUNTS PAYABLE Vendor #	
1-461-07-01-67 (mileage)	\$ 388.80
1-462-07-01-67 (accomodations) (24.05)	\$ 524.30
1-462-07-01-67 (subsistence)	\$ 50.00
(misc.)	\$ -
TOTAL	\$ 963.10

\$ 3776.15

Please Check!

Date	Description of Activity	Half Day Rate (281-07-01) \$86.25 + \$26.15 Chair (Less than 4 hours including travel)	Full Day Rate (281-07-01) \$172.50 (More than 4 hours including travel)	Extended Day Rate (281-07-01) \$258.75 (More than 8 hours including travel)	Prep. Time (282-07-01) \$86.25	Mileage Travel Allow. \$0.54/km when in their own vehicle up to 5000 kms \$0.48/km after 5000 kms \$0.15/km	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
26-Nov	Marketing Meeting	86.25								86.25
26-Nov	Orientation BV	86.25				59.4				145.65
26-Nov	TBLC	86.25								86.25
27-Nov	Board Meeting		172.5		86.25					258.75
										-
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										-
										-
TOTALS		\$ 258.75	\$ 172.50	\$ -	\$ 86.25	\$ 59.40	\$ -	\$ -	\$ -	\$ 576.90

PAYROLL	
1-281-07-01-67	\$ 431.25
1-282-07-01-67	\$ 86.25

ACCOUNTS PAYABLE Vendor #	
1-461-07-01-67 (mileage)	\$ 59.40
1-462-07-01-67 (accomodations)	\$ -
1-462-07-01-67 (subsistence)	\$ -
(misc.)	\$ -

TOTAL	\$ 517.50
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TOTAL	\$ 59.40
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Severed under
FOIP - Section
40 (Personal
Information)

The Westin Edmonton
10135 100 St
Edmonton, AB T5J 0N7
Canada
Tel: 780-426-3636 Fax: 780-428-1454

Mandy Skogen
6005 50TH AVE
COLD LAKE, AB T9N 2L4
Email: mandi.skogen@gmail.com

Page Number : 1
Guest Number: [REDACTED]
Folio ID : A
No. Of Guest: 1
Room Number : 844
Room Rate : 174.00
Club Account: SPG - A43842201617

Invoice Nbr: 1000143658
Arrive Date: 17-NOV-13 13:33
Depart Date: 19-NOV-13 10:31

Tax Invoice

Tax ID: 815461330RT0001
The Westin Edmonton 19-NOV-13 10:31 BRADSMO

Date	Reference	Description	Charges	Credits
17-NOV-13	RT844	Room Charge	174.00	
17-NOV-13	RT844	GST	8.96	
17-NOV-13	RT844	DMF	5.22	
17-NOV-13	RT844	Tourism Levy	7.17	
18-NOV-13	RT844	Room Charge	174.00	
18-NOV-13	RT844	GST	8.96	
18-NOV-13	RT844	DMF	5.22	
18-NOV-13	RT844	Tourism Levy	7.17	
19-NOV-13	VI	Visa		-390.70
		** Total	390.70	-390.70
		*** Balance	0.00	

Continued on the next page

The Westin Edmonton
10135 100 St
Edmonton, AB T5J 0N7
Canada
Tel: 780-426-3636 Fax: 780-428-1454

Mandy Skogen
6005 50TH AVE
COLD LAKE, AB T9N 2L4

Email: mandi.skogen@gmail.com

Page Number : 2
Guest Number: [REDACTED]
Folio ID : A
No. Of Guest: 1
Room Number : 844
Room Rate : 174.00
Club Account: SPG - A43842201617

Invoice Nbr: 1000143658
Arrive Date: 17-NOV-13 13:33
Depart Date: 19-NOV-13 10:31

As a Starwood Preferred Guest you have earned at least 696 Starpoints for this visit A43842201617
Tell us about your stay. www.westin.com/reviews

EXPENSE SUMMARY REPORT

Date	Room	GST	Tour Levy	Food\Bev	Phone	Other
17-NOV-13	174.00	8.96	7.17	0.00	0.00	5.22
18-NOV-13	174.00	8.96	7.17	0.00	0.00	5.22
19-NOV-13	0.00	0.00	0.00	0.00	0.00	0.00
Total	348.00	17.92	14.34	0.00	0.00	10.44

Date	Total	Payment
17-NOV-13	195.35	0.00
18-NOV-13	195.35	0.00
19-NOV-13	0.00	-390.70
Total	390.70	-390.70

Severed under
FOIP - Section
40 (Personal
Information)



VARSCONA
 hotel on whyte

N/A Mandi Skogen
 6005 - 50Th Ave
 Bonnyville AB T9N 2L4
 Canada

Room Number: 317
 Arrival Date: 11-03-13
 Departure Date: 11-04-13
 Page No: 1 of 1

INVOICE

Folio No: 85487

11-04-13

Date	Description	Charges	Credits
11-03-13	Room Revenue	119.00	
11-03-13	Destination Marketing Fee - 3%	3.57	
11-03-13	Tourism Levy - 4%	4.90	
11-03-13	Room GST - 5%	6.13	
11-04-13	Visa XXXXXXXXXXXX [REDACTED] # XX/XX		133.60
Total		133.60	133.60
Balance		0.00	

Signature: _____

I agree that my liability for all charges is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges. G.S.T. #863128575 RT 0001