

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:	February 2014				
	Meals, Accommodation, & Travel	Hosting and Working Sessions	Goods, Supplies and Other Expenses	Total	Year To Date Total
Expenses Incurred:					
Paid by the individual	899.54	-	-	\$ 899.54	\$ 1,885.61
Paid by NLSD	-	-	-	\$ -	\$ 893.90
Total	\$ 899.54	\$ -	\$ -	\$ 899.54	\$ 2,779.51
Notes:	There are 3 vehicles available to all trustees. Expenses above do not include total board shared vehicle expenses of \$1241.59. 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 Febuary Year 2014

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
26-Jan	TVL TO Edmonton	\$ 86.25								\$ 111.25
27-Jan	Board Retreat			\$ 258.75				\$ 25.00		\$ 258.75
28-Jan	Board Retreat & TVL to CL			\$ 258.75						\$ 258.75
28-Jan	HOTEL Reimburse						\$ 289.38			\$ 289.38
31-Jan	CL Tours & Winter Wellness		\$ 172.50			\$ 43.75		\$ 25.00		\$ 241.25
3-Feb	Support Staff Com. LLB		\$ 172.50							\$ 172.50
5-Feb	Board Meeting		\$ 172.50		\$ 86.25					\$ 258.75
12-Feb	TVL TO Edmonton	\$ 86.25				\$ 76.25		\$ 25.00		\$ 187.50
13-Feb	NETCA		\$ 172.50					\$ 40.00		\$ 212.50
TOTALS		\$ 172.50	\$ 690.00	\$ 517.50	\$ 86.25	\$ 120.00	\$ 289.38	\$ 115.00	\$ -	\$ 2,647.43

Signature: Mandi Skogen

Payment Approved: [Signature]

PAYROLL	
1-281-07-01-67	\$ 1,380.00
1-282-07-01-67	\$ 86.25
1-283-07-01-67	\$ 522.70
1-284-07-01-67 (Benefit Allowance)	\$ 134.10
TOTAL	\$ 2,123.05

KMS on Claim

363.43

KMS To Date

ACCOUNTS PAYABLE	
1-461-07-01-67 (mileage)	\$ 120.00
1-462-07-01-67 (accomodations)	\$ 289.38
1-462-07-01-67 (subsistence)	\$ 115.00
(misc.)	\$ -
TOTAL	\$ 524.38

PAYROLL - Grand Totals	
1-281-07-01-67	\$ 1,811.25
1-282-07-01-67	\$ 172.50
1-283-07-01-67	\$ 522.70
1-284-07-01-67 (Benefit Allowance)	\$ 134.10
TOTAL	\$ 2,640.55

Grand Total

\$ 3,568.50 ✓

ACCOUNTS PAYABLE Vendor #	
1-461-07-01-67 (mileage)	\$ 196.25
1-462-07-01-67 (accomodations)	\$ 601.70
1-462-07-01-67 (subsistence)	\$ 130.00
(misc.)	\$ -
TOTAL	\$ 927.95

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
14-Feb	NETCA & Tvl to CL		\$ 172.50			\$ 76.25		\$ 15.00		\$ 263.75
14-Feb	Reimb HOTEL						\$ 312.32			\$ 312.32
26-Feb	LLB Board Meet/Pink Day			\$ 258.75	\$ 86.25					\$ 345.00
										\$ -
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										\$ -
TOTALS		\$ -	\$ 172.50	\$ 258.75	\$ 86.25	\$ 76.25	\$ 312.32	\$ 15.00	\$ -	\$ 921.07

PAYROLL	
1-281-07-01-67	\$ 431.25
1-282-07-01-67	\$ 86.25
TOTAL	\$ 517.50

ACCOUNTS PAYABLE	
1-461-07-01-67 (mileage)	\$ 76.25
1-462-07-01-67 (accomodations)	\$ 312.32
1-462-07-01-67 (subsistence)	\$ 15.00
(misc.)	\$ -
TOTAL	\$ 403.57

Four Points By Sheraton Edmonton
Gateway
10010 12th Avenue SW
Edmonton, AB T6X0P9
780-801-4000
http://www.starwood.com



Skogen, Mandy



Page Number 1 Invoice Nbr 1000007451
Guest Number 106500 Arrive Date 01-26-2014 16:47
Folio ID A Depart Date 01-28-2014 10:02
No. Of Guest 1
Room Number 521
Time 02-19-2014 08:22

Severed under
FOIP - Section
40 (Personal
Information)

Duplicate Invoice

Date	Reference	Description	Charges/Credits
01-26-2014	RT521	Room Charge	\$129.00
01-26-2014	RT521	Tourism Levy	\$5.31
01-26-2014	RT521	GST	\$6.51
01-26-2014	RT521	DMF	\$3.87
01-27-2014	RT521	Room Charge	\$129.00
01-27-2014	RT521	Tourism Levy	\$5.31
01-27-2014	RT521	GST	\$6.51
01-27-2014	RT521	DMF	\$3.87
01-28-2014	VI	Visa	\$-289.38
		** Total	\$0.00
		** Balance	\$0.00

For your convenience, we have prepared this zero-balance folio indicating a \$0 balance on your account. Please be advised that any charges not reflected on this folio will be charged to the credit card on file with the hotel. While this folio reflects a \$0 balance, your credit card may not be charged until after your departure. You are ultimately responsible for paying all of your folio charges in full.

GST# 85365 8326 RT0001

GST Room Revenue: 13.02
GST Food and Beverage: 0.00
GST Telephone: 0.00
GST Other Revenue: 0.00
13.02

Continued on the next page

Four Points By Sheraton Edmonton
Gateway
10010 12th Avenue SW
Edmonton, AB T6X0P9
780-801-4000
<http://www.starwood.com>



Skogen, Mandy



Page Number 2 Invoice Nbr 1000007451
Guest Number 106500 Arrive Date 01-26-2014 16:47
Folio ID A Depart Date 01-28-2014 10:02
No. Of Guest 1
Room Number 521
Time 02-19-2014 08:22

Severed under
FOIP - Section 40
(Personal
Information)

Duplicate Invoice
EXPENSE SUMMARY REPORT
Currency: CAD

Date	Room	Rm Tax	Food/Bev	Telecom	Other	Total	Payment
01-26-2014	\$129.00	\$5.31	\$0.00	\$0.00	\$10.38	\$144.69	\$0.00
01-27-2014	\$129.00	\$5.31	\$0.00	\$0.00	\$10.38	\$144.69	\$0.00
01-28-2014	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$-289.38
Total	\$258.00	\$10.62	\$0.00	\$0.00	\$20.76	\$289.38	\$-289.38

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Chateau Louis

HOTEL & CONFERENCE CENTRE

Mandi Skogen


Room No. : 351
 Arrival : 02.12.14
 Departure : 02.14.14
 Folio No. : 108887
 Company : Northern Lights
 Cashier : 117
 Booking No :

GUEST FOLIO

Date	Description	Charges	Credits
02.12.14	Room Charge	144.00	
02.12.14	Tourism Levy	4.96	
02.12.14	Room GST	7.20	
02.13.14	Room Charge	144.00	
02.13.14	Tourism Levy	4.96	
02.13.14	Room GST	7.20	
02.14.14	Visa XXXXXXXXXXXX  XX/XX		312.32

Transaction Recap		Total Charges	312.32
Description	Recap Total	Total Credits	312.32
Room GST	14.40	Balance	0.00
Tourism Levy	9.92		CAD

 Guest Signature