



HONORARIA/EXPENSE CLAIM

927626

Claimant's Name: Karen Telford

Position: Trustee

Claim No.

#26112019

Address:

Date:

25-Nov-19

Date	Depart From	Depart Time	Arrived In	Arrival Time	Details	Total Hours	Total Ems	Meals			Other Expenses		Honoraria
								B	L	D	Lodging	Other (road readings)	
25-Oct		9:00 AM		5:00 PM	Superintendent Interviews (no mileage)	8							\$ 215.00
26-Oct		9:00 AM		4:30 AM	Board Meeting Edmonton	7.5							\$ 225.00
27-Oct	Edmonton	9:00 AM	Spartan	1:00 PM	Return Home (no mileage claimed)	3							\$ 112.50
21-Nov	Spartan	1:30 AM	Edmonton	8:45 AM	Travel Board (suburban/Meetings)	3	280	1					\$ 112.50
21-Nov		7:00 AM		1:00 AM	Board (suburban & Meeting Minutes)	8							\$ 225.00
22-Nov		9:00 AM		4:30 AM	Board Meeting	7							\$ 225.00
23-Nov	Edmonton	7:00 AM	Spartan	10:00 AM	Return Home	3	188	1					\$ 112.50
13-Nov	Spartan	4:00 PM	Spartan	7:30 PM	School Council Meeting (Roberts/Return)	3	140						\$ 112.50
November Trustee Days (2)													\$ 450.00
Total						5							\$ 450.00

THIS COPY CHECKED FOR PREVIOUS PAYMENT

SUMMARY (Increase Effective September 1, 2015)			
Expenses - Accounts Payable Use Only			
Kilometers	716	at \$0.51	= \$365.16
Meals			
Breakfast	1	at \$15.00	= \$15.00
Lunch	0	at \$30.00	= \$0.00
Dinner	3	at \$30.00	= \$90.00
		Subtotal	\$105.00
Accommodations & Other Expenses			
Lodging		= \$0.00	
Other		= \$0.00	
		Total Travel	\$470.16
		Less: Visa D	\$0.00
TO BE PAID BY ACCOUNTS PAYABLE			\$470.16
Honoraria - Payroll Use Only			
Honoraria		= \$1,800.00	
		Less: 30% F	\$540.00
TO BE PAID BY PAYROLL		(Approximate)	\$1,260.00
Total Claim			\$2,730.16

TELFORD, KAREN
Vendor: 11046 / Invoice: 827626
202004INV02071

Claim Form:
accounts Payable uses Google Maps so

Lunch - if time of departure is earlier or later than 7:30 a.m. or 1:00 p.m.
Dinner - if time of departure is earlier or time of return is later than 6:30 p.m.
Recepted meals: up to a maximum of 50% over the scheduled rate.

Accommodations:
All arrangements are to be done by Central Office unless emergent situation - contact Board Chair.
Lodging without receipts at a rate of \$40.00 per night can be claimed.

Travel Days
0 km - 149 km = no travel day
150 km - 399 km = 1/2 travel day
Over 400 km = 1 travel day.

Honoraria
Board Chair (per day)
- 1.0 day (4-8 hours) \$225
- 0.5 day (2-4 hours) \$112.50
- .25 day (less than 2 hours) \$56.25

Trustee
- 1.0 day (4-8 hours) \$225
- 0.5 day (2-4 hours) \$112.50
- .25 day (less than 2 hours) \$56.25

Chair - Only when invited by the Board to attend a meeting or event: \$300.00 per diem.

Office Use Only										
T & S	1	451	7	70	082	90	470.16	Ward 11		
Visa Deduct	1	039								
Honoraria	1	281	7	70	082	90	1,260.00	Ward 11		

Karen Telford
Signature of Claimant

Nov 25/19
Date

See attached email
Approved By

11/26/2019
Date