



## LIVINGSTONE RANGE SCHOOL DIVISION TRUSTEES MONTHLY CLAIM FORM

**Livingstone Range** Trustee's Name \_\_\_\_\_  
SCHOOL DIVISION

Lacey Poytress

For the Month of \_\_\_\_\_

December

Year 2023

**Board Policy 8 - Clause 6.1 b) Remuneration for Board Meetings, Committee Meetings, Approved Tours, ASBA Zone 6 Meetings, and School Council Meetings**

Date	Nature of Meetings or Duties	Did I Drive Y or N	Name of Driver	Monthly, Per Diem, External, Group PD	Travel KM	Up to 2Hrs	Up to 4 Hrs	Up to 8 Hrs	> 8 Hrs	Amount	Km Driven
December 4, 2023	Media Interview & Meeting of the Whole & Agenda Planning			PER DIEM				6.75		\$290.00	\$0.00
December 6, 2023	ATCP Committee meeting			PER DIEM		1.00				\$82.00	\$0.00
December 12, 2023	LRSD Colony Meeting + Wisdom & Guidance meeting			PER DIEM				5.50		\$290.00	\$0.00
December 14, 2023	Canyon School Christmas Concert	Y	L POYTRESS	PER DIEM	100.00	1.00				\$123.00	\$57.00
December 18, 2023	Board Meeting			PER DIEM					8.25	\$372.00	\$0.00
November 30, 2023	Minister Meeting & Agenda Planning			PER DIEM		3.00				\$82.00	\$0.00
December 19, 2023	Canyon school council	Y	L POYTRESS	PER DIEM	100.00	1.25				\$123.00	\$57.00
										\$0.00	\$0.00
										\$0.00	\$0.00
										\$0.00	\$0.00
										\$0.00	\$0.00
										\$0.00	\$0.00
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										\$0.00	\$0.00
										\$0.00	\$0.00
										\$0.00	\$0.00
										\$0.00	\$0.00
										\$0.00	\$0.00
										\$0.00	\$0.00
<b>Totals</b>					<b>200.00</b>					<b>\$1,362.00</b>	<b>114.00</b>

Board Policy 8 - Clause 6.4 b) & c) Reimbursement for Hotel Costs, Meals, Parking, Taxi Fares, Internet Access, Business Calls, and Registration Fees	Expense	GST	Total
			\$0.00
			\$0.00
			\$0.00
<b>Total of Personal Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Remuneration for Approved Professional Development Meetings, Conventions, Workshops, Etc.											
Date	Nature of Meeting or Duties	Did I Drive Y or N	Name of Driver	Per Diem	Travel KM	Up to 2Hrs	Up to 4 Hrs	Up to 8 Hrs	> 8 Hrs	Amount	Km Driven
										\$0.00	\$0.00
										\$0.00	\$0.00
										\$0.00	\$0.00
										\$0.00	\$0.00
										\$0.00	\$0.00
										\$0.00	\$0.00
										\$0.00	\$0.00
										\$0.00	\$0.00
										\$0.00	\$0.00
										\$0.00	\$0.00
<b>Totals</b>					<b>0.00</b>					<b>\$0.00</b>	<b>0.00</b>

Professional Development Expenses Not Included Above	Expense	GST	Total
			\$0.00
			\$0.00
			\$0.00
<b>Total of Professional Development Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

\_\_\_\_\_  
Trustee's Signature

\_\_\_\_\_  
Reviewed by the Trustee Timesheet & Expense Claims Committee

Meals Allowance	
Breakfast	\$ 10.00
Lunch	\$ 12.00
Supper	\$ 25.00

For Office Use Only			
Per Diem Amount - (1-4280-4400-0___-010)		<b>\$1,362.00</b> [code 70]	<input checked="" type="checkbox"/>
Kilometerage (1-4700-4400-0___-010)	<b>\$114.00</b>		
Expenses (Based on the Expense)	<b>\$0.00</b>	<b>\$114.00</b>	
<b>Total</b>		<b>\$1,476.00</b>	

For Office Use Only - PROFESSIONAL DEVELOPMENT			
Per Diem Amount - (1-4281-4400-0___-010)		<b>\$0.00</b> [code 73]	
Kilometerage (1-4405-4400-0___-010)	<b>\$0.00</b>		
Expenses - (1-4405-4400-0___-010)	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Total</b>		<b>\$0.00</b>	