



LIVINGSTONE RANGE SCHOOL DIVISION TRUSTEES MONTHLY CLAIM FORM

Trustee's Name Lacey Poytress For the Month of October Year 2024

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

Table with columns: 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, Over 8 hours, Amount, Km Driven. Includes rows for various meetings from October 23 to November 26, 2024.

Table for Board Policy 8 - Clause 6.4 b) & c) Reimbursement for Hotel Costs, Meals, Parking, Taxi Fares, Internet Access, Business Calls, and Registration Fees. Includes Expense, GST, and Total columns.

Table for Remuneration for Approved Professional Development Meetings, Conventions, Workshops, Etc. Includes columns for 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.

Table for Professional Development Expenses Not Included Above. Includes Expense, GST, and Total columns.

Trustee's Signature (Handwritten signature)

Reviewed by the Trustee Timesheet & Expense Claims Committee (Handwritten signature)

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

For Office Use Only summary table. Includes Per Diem Amount, Kilometerage, Expenses (Based on the Expense), and Total with monetary values.

For Office Use Only - PROFESSIONAL DEVELOPMENT summary table. Includes Per Diem Amount, Kilometerage, Expenses, and Total with monetary values.

REVISED AS OF AUGUST 31, 2023