Trustee Expense Form

2024-2025 School Year

***ALL CLAIMS MUST BE SUPPORTED BY ORIGINAL RECEIPTS**

Name: Trish Murray-Elliott

EXPENSES

DATE	DESCRIPTION (Explain Item and purpose of item: Example - Pencil crayons for Art Grade 2 Class)	SUB-TOTAL	GST	TOTAL	ACCOUNT CODING
Jun 03/25	Red Arrow Express to PSBAA Calgary	95.03	4.75	99.78	423-400-554-000-21 - Travel
				-	
				-	
				-	
TOTAL EXPENSES		95.03	4.75	99.78	

MILEAGE

DATE	KM Driven $0.72/KM	DESCRIPTION	SUB-TOTAL	GST	TOTAL	ACCOUNT CODING
Jun 03/25	43.0	Red Arrow Depot Edmonton	29.49	1.47	30.96	426-400-554-000-21 - Mileage
Jun 05/25	22.0	Pick up from ride share, Costco St Albert	15.09	0.75	15.84	426-400-554-000-21 - Mileage
Jun 05/25	34.0	Music and Fine Arts Awards, SCHS	23.31	1.17	24.48	426-400-554-000-21 - Mileage
Jun 09/25	36.0	Superintendent 1-1, Division Office	24.69	1.23	25.92	426-400-554-000-21 - Mileage
Jun 16/25	28.0	School Council, Sturgeon Heights (held off-site)	19.20	0.96	20.16	426-400-554-000-21 - Mileage
Jun 18/25	35.0	CoW / Public Board Meetings, Division Office	24.00	1.20	25.20	426-400-554-000-21 - Mileage
Jun 26/25	32.0	Grade 9 Farewell, Sturgeon Heights	21.94	1.10	23.04	426-400-554-000-21 - Mileage
Jun 27/25	44.0	Awards, SHS / Div Office - ride share to SCHS Grad	30.17	1.51	31.68	426-400-554-000-21 - Mileage
			-	-	-	
			-	-	-	
			-	-	-	
			-	-	-	
TOTAL MILEAGE	274.0		187.89	9.39	197.28	

TOTAL THIS PAGE			**282.92**	**14.14**	**297.06**
TOTAL ALL PAGES					

[redacted]

Trustee Signature   Vice Chair Signature

June 30, 2025   July 7, 2025

Date   Date

red arrow **PJEFGM**

Passenger
Patricia Murray

Travel Date / Time
Tue 03 Jun, 2025 12:15

From
EDMONTON - 5359 CALGARY TRAIL (OFFICE ON NW SIDE OF THE RAMADA HOTEL)

To
CALGARY DOWNTOWN TICKET OFFICE 606 5 AVE SW

Arrival date/time: : Tue 03 Jun, 2025 16:00

Journey: Edmonton - 5359 Calgary Trail (Office on NW side of the Ramada Hotel) / Calgary Downtown Ticket Office 606 5 Ave SW

PJEFGM-3QSLPA3U
Issued: Thu 29 May, 2025 13:27

ADULT - STANDARD - ONE WAY

Ages 18

Fare:	$	79.50	CAD
Fees:	$	15.53	CAD
Other fees:	$	0.00	CAD
Taxes:	$	4.75	CAD
Total:	**$**	**99.78**	**CAD**
Payments:	creditCard		

SSR Codes: BAGS-2

Section: Single 4A

Row: 4 Seat: A

We reserve the right to cancel or postpone scheduled travel based on weather conditions, road conditions or for any other safety-related reason. In such event any and all liability of Red Arrow/Ebus or their affiliated entities shall be expressly limited to a refund of the purchase price paid for this ticket.
For trips that commenced and had to be turned around or could not be completed due to road closures that are out of our control, a voucher or penalty-free rebooking will be offered.
IDENTIFICATION: We require all passengers 16 and over to travel with government-issued photo I.D. or two (2) pieces of valid government-issued non-photo identification with matching names. Passengers without the correct forms of I.D. will be refused travel.

CHECK-IN: Please note that a paper ticket is not required for check-in. Please check in 15 minutes prior to departure.

PAYMENT TERMS: DUE UPON RECEIPT. Corporate Billing Accounts: Payment due 30 days after completion of the trip. GST# BN139981476

LUGGAGE ALLOWANCE:
LUGGAGE ALLOWANCE RED ARROW: One (1) carry-on bag and two (2) checked bags free of charge. Additional regular-sized bags incur a charge of 19.99 (incl GST) per item. Up to a maximum of 3 additional pieces (6 bags total, inclusive of carry-on)
LUGGAGE ALLOWANCE EBUS| BC BUS NORTH| THOMPSON VALLEY CHARTERS. One (1) carry-on bag and one (1) checked bags free of charge. Additional regular-sized bags incur a charge of 19.99 (incl GST) per item. Up to a maximum of 4 additional pieces (6 bags total, inclusive of carry-on)
Carry-on Baggage includes Purses, laptop bags, Backpacks We reserve the right to perform carry-on baggage checks at any time.
OVER- SIZED LUGGAGE: incurs a cost of 31.50 (incl GST) per piece regardless of the amount of regular luggage. Over-sized items is any item heavier than 60 lbs with dimensions larger than 77 cm high and 52.5 cm wide
SPORTING EQUIPMENT: Skis, snowboards, Bicycles, Scooters (not including mobility scooters) etc. Incur a cost of 31.50 (incl GST) per piece. All sporting equipment must be properly boxed or wrapped (ie, skis and snowboards in zippered bags, bicycles/ scooters boxed or wrapped in cloth material)
LIABILITY: We will not be responsible for the loss of or damage to checked or carry-on luggage in excess of the stated maximum liability.

We reserve the right to perform carry-on baggage checks at any time. For the full policy, please contact your carrier for details: Red Arrow www.redarrow.ca || Ebus www.myebus.ca || Thompson Valley Charters https://tvcbus.ca/

CHANGE AND CANCELLATION POLICY: If you wish to change time, change the date, or cancel for a full refund – you must provide us with the 24 hr notice prior to departure. Failure to provide proper notice makes the trip non-refundable & will result in an additional change fee. Red Arrow changes within the 24-hour period are permitted for a fee. || Please note that Ebus Alberta tickets are non-refundable and cannot be canceled. Changes are permitted for a fee. || If you would like to request a change for a lower-priced ticket, we will not reimburse the price difference.
|| Tickets are non-transferable. || If you wish to change or cancel your booking, please contact a Customer Service Representative by phone: Red Arrow: 1-800-232-1958 || Ebus and Partners. 1-877-769-3287

NO SHOWS. Not showing up for your departure or failure to arrive on time will result in the forfeit of full fare.

ZERO TOLERANCE DRUG AND ALCOHOL POLICY: For the comfort, safety, and positive experience for all passengers, we're pleased to have a Zero Tolerance policy when it comes to intoxication, so rest assured that any signs of intoxicated passengers will be handled appropriately and refused service.