## Trustee Professional Development and Travel Expenses

**Trustee - Jan Foster**

**Period:** September 1, 2013 to November 30th, 2013

<table>
<thead>
<tr>
<th>Event or Expenditure Item</th>
<th>Board Business</th>
<th>Professional Learning</th>
<th>Dates</th>
<th>Hotel</th>
<th>Flight</th>
<th>Mileage</th>
<th>Other Expenditures</th>
<th>Per Diem</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATA Negotiations</td>
<td>X</td>
<td>X</td>
<td>Sept 18th, 2013</td>
<td>$75.00</td>
<td>$150.00</td>
<td></td>
<td></td>
<td></td>
<td>$75.00</td>
</tr>
<tr>
<td>ATA Negotiations</td>
<td>X</td>
<td>X</td>
<td>Sept 25th, 2013</td>
<td></td>
<td>$150.00</td>
<td></td>
<td></td>
<td></td>
<td>$150.00</td>
</tr>
<tr>
<td>Technology Costs</td>
<td>X</td>
<td></td>
<td>Sept 28th, 2013</td>
<td></td>
<td></td>
<td>$130.71</td>
<td></td>
<td></td>
<td>$130.71</td>
</tr>
<tr>
<td>Board Orientation</td>
<td>X</td>
<td></td>
<td>Oct 24th, 2013</td>
<td></td>
<td></td>
<td>$150.00</td>
<td></td>
<td></td>
<td>$150.00</td>
</tr>
<tr>
<td>Technology Costs</td>
<td>X</td>
<td></td>
<td>Oct 24th, 2013</td>
<td></td>
<td></td>
<td>$109.95</td>
<td></td>
<td></td>
<td>$109.95</td>
</tr>
<tr>
<td>ASBA Fall AGM</td>
<td>X</td>
<td>X</td>
<td>Nov 17th to 19th, 2013</td>
<td>$469.28</td>
<td>$655.85</td>
<td>$450.00</td>
<td></td>
<td></td>
<td>$1,575.13</td>
</tr>
<tr>
<td>Total for Period</td>
<td></td>
<td></td>
<td></td>
<td>$469.28</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$896.51</td>
<td>$825.00</td>
<td>$2,190.79</td>
</tr>
</tbody>
</table>
Expense Authorization

Review all sections of the form and then complete the last section at the bottom of the page.

TRUSTEES TRAVEL AND EXPENSE WARRANT
Task ID: 0000048182 - Created: 21-Nov-2013 12:34:07 PM - By: Jan Foster - Processed: 21-Nov-2013 12:35:01 PM - By: Jan Foster

NAME: Foster, Jan (12143)
DATES: From: 17-Nov-2013 To: 26-Nov-2013
FUNCTION or MEETING: AASSA Fall General Meeting
LOCATION: Edmonton, Alberta

EXPENSES:

1. MEALS:
   - Breakfast 1 $10.00 $ 0.00
   - Lunch 1 $10.00 $ 0.00
   - Dinner 1 $10.00 $ 0.00
   - Gratuities automatically calculated @ .15 % $ 0.25 $ 0.25
   - Color GST on Invoice: $ 0.00
   - Section Total: $ 10.50

2. HOTELS:
   - Hotel: Enter total invoice amount - attach vouchers $ 420.28
   - Private Accommodation: $ 21.52
   - Color GST on Invoice: $ 0.03
   - Section Total: $ 441.83

3. TRANSPORTATION COSTS:
   - A) Economy Air Fare: Enter total invoice amount - attach receipts $ 0.00
   - B) Car Expenses: $ 0.00
   - Color GST on Invoice: $ 0.00
   - Section Total: $ 0.00

4. REGISTRATION FEES:
   - Attach approved receipt or voucher $ 0.00
   - Color GST on Invoice: $ 0.00
   - Section Total: $ 0.00

5. TECHNOLOGY COSTS:
   - $ 0.00
   - Color GST on Invoice: $ 0.00
   - Section Total: $ 0.00

Par Office Use Only:
GST (Auto Calculates Within): 1.07 TOTAL EXPENSES CLAIMED: $ 515.53
GST on Invoice: 21.52 Less ADVANCE: $ 0.00
Total GST: 23.19 NET TOTAL TO BE PAID: $ 515.53
HONORARIA: Half Day(s) $ 49.50 FULL 35H(s) $ 69.00
PER DIEM ALLOWANCE: Half Day(s) $ 69.00 FULL 35H(s) $ 0.00

APPROVAL SECTION
Task ID: 0000048183 - Created: 21-Nov-2013 12:34:01 PM - By: Jan Foster - Processed: 21-Nov-2013 12:35:00 PM - By: Donald Lussier
No Objection

ACCOUNTS PAYABLE CLERK SECTION
Task ID: 0000048182 - Created: 21-Nov-2013 01:23:00 PM - By: Donald Lussier

Travel & Expense Calculator

<table>
<thead>
<tr>
<th>Section</th>
<th>Amount Claimed (Less GST)</th>
<th>GST</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meals</td>
<td>38.58</td>
<td>1.87</td>
<td>40.45</td>
</tr>
<tr>
<td>Hours</td>
<td>447.36</td>
<td>21.52</td>
<td>468.88</td>
</tr>
<tr>
<td>Transportation</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Registration Fee</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Technology Costs</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Total</td>
<td>492.54</td>
<td>23.19</td>
<td>515.53</td>
</tr>
</tbody>
</table>

Less ADVANCE: 0.00

U.S. Dollars: Exchange Rate: 0.00
NET TOTAL TO BE PAID: 515.53

Vendor Number: EM12142

TAXES INCLUDED

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>Tax Code</th>
<th>Tax Amount</th>
</tr>
</thead>
</table>

Total Without Taxes: 492.54
Tax Total: 23.19
Total With Taxes: 515.53

Author Comment:

Thank you for using online Expenses.

Date: 12/11/13
Amount: $6.00

Driver: __________ Car#: HY
From: Stewart Tim
To: Stewart Canada

GST# 802895607

YELLOW CAB
780.462.3456

10135-31 Avenue, Edmonton, AB T6N 1C2
### Fairmont Hotel Macdonald

10065 - 100 Street
Edmonton, AB, Canada T5J 0N6
T (780) 424-5181 F (780) 429-6481

**Alberta School Board Association**

Ms. Jan Foster
433 15th St S
Lethbridge AB T1J 2Z5
Canada

---

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Additional Information</th>
<th>Charges</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>11-17-13</td>
<td>Room Charge</td>
<td></td>
<td>209.00</td>
<td></td>
</tr>
<tr>
<td>11-17-13</td>
<td>Room - DMF</td>
<td></td>
<td>6.27</td>
<td></td>
</tr>
<tr>
<td>11-17-13</td>
<td>Room - AB Tourism Levy</td>
<td></td>
<td>8.61</td>
<td></td>
</tr>
<tr>
<td>11-17-13</td>
<td>Room - GST</td>
<td></td>
<td>10.76</td>
<td></td>
</tr>
<tr>
<td>11-18-13</td>
<td>Room Charge</td>
<td></td>
<td>209.00</td>
<td></td>
</tr>
<tr>
<td>11-18-13</td>
<td>Room - DMF</td>
<td></td>
<td>6.27</td>
<td></td>
</tr>
<tr>
<td>11-18-13</td>
<td>Room - AB Tourism Levy</td>
<td></td>
<td>8.61</td>
<td></td>
</tr>
<tr>
<td>11-18-13</td>
<td>Room - GST</td>
<td></td>
<td>10.76</td>
<td></td>
</tr>
<tr>
<td>11-19-13</td>
<td>Mastercard</td>
<td>XXXXXXXXXXXxxxxX6456</td>
<td></td>
<td>469.28</td>
</tr>
</tbody>
</table>

---

**Total**

| 469.28 |

---

**Balance Due**

| 0.00 |

---

**GST Summary**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Room</td>
<td>21.52</td>
</tr>
<tr>
<td>F&amp;B</td>
<td>0.00</td>
</tr>
<tr>
<td>Other</td>
<td>0.00</td>
</tr>
<tr>
<td>Total</td>
<td>21.52</td>
</tr>
</tbody>
</table>

---

Thank you for choosing Fairmont Hotels & Resorts.

To provide feedback about your stay, please contact Mr Garrett Turta, General Manager, at Garrett.Turta@fairmont.com. We also invite you to share memories of your experience on our community forum - visit www.everyonesanoriginal.com.

---

For information or reservations, visit us at www.fairmont.com or call Fairmont Hotels & Resorts from:

United States or Canada 1 800 441 1414

---

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part of or the full amount of these charges. Overdue balance subject to a surcharge at the rate of 1.5% per month after one month. (18.99% per annum.)

I have received delivery of The Globe and Mail. I have a balance of $150.00 (US) and $200.00 (CAD). I am a participating hotel.

---

Je me charge personnellement responsable du reglement total de cette note au cas ou la compagnie ou son representant designe enRotateur du paiement ne s'acquitterait pas de cette note. La somme due sera sujette a un surcommet de 1.5% par mois a partir du premier jour. (18.99% par annee.)

J'ai reçu la livraison du journal The Globe and Mail. Mon solde est de 150.00 $US et 200.00 $CAD. Je suis un hotel participatif.

---

Thank you for choosing to stay with Fairmont Hotels & Resorts

Merci d'avoir choisi les Hôtels Fairmont
<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>REQ.</th>
<th>UNIT PRICE</th>
<th>EXTENDED PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall General Meeting 2013</td>
<td>6</td>
<td>600.00</td>
<td>3,600.00</td>
</tr>
</tbody>
</table>

Attendee(s):
D. Lussier, D. Lacey, D. Hunt, J. Foster, M. Forster, C. Gilmore

| 1 x 3560 x 4200 x 20       | 630.00 |
| 1 x 3560 x 4250 x 25       | 630.00 |
| 1 x 7010 x 4100 x 1000 x 32 | 2520.00 |

Net Amount: 3,600.00
Freight: 180.00

Total Due: $3,780.00
## Expense Authorization

Review all sections of the form and then complete the last section at the bottom of the page.

**TRUSTEES TRAVEL AND EXPENSE WARRANT**


**NAME:**

Foster, Jan (1242)

**DATES:**

From: 08-Nov-2013 To: 06-Nov-2011

**FUNCTION OR MEETING:**

Office Costs

**LOCATION:**

Check if Travel is in the USA: [ ]

### EXPENSES:

1. **MEALS:**
   - Breakfast: $15.00
   - Lunch: $15.00
   - Dinner: $20.00
   - Gratuities automatically calculated: $0.00
   - Enter GST on Invoice: $0.00
   - Total: $15.00 (1)

2. **HOTEL:**
   - Hotel: Enter total invoice amount - attach vouchers: $20.00
   - Private Accommodation: $0.00
   - Enter GST on Invoice: $0.00
   - Total: $20.00 (2)

3. **TRANSPORTATION COSTS:**
   - Air/Car Expenses
   - Economy Air: Enter total invoice amount - attach receipts: $5.00
   - Enter GST on Invoice: $0.00
   - Total: $5.00 (3)

4. **REGISTRATION FEES:**
   - Enter approved receipt or voucher: $5.00
   - Enter GST on Invoice: $0.00
   - Total: $5.00 (4)

5. **TECHNOLOGY COSTS:**
   - Office/Costs: $108.95
   - Enter GST on Invoice: $5.24
   - Total: $108.95 (5)

---

For Office Use Only

GST (Auto Calculated Within): 6.00

GST on Invoices: 5.24

Total GST: 5.24

---

**HONORARIA:**

Half Day(s)

Full Day(s)

**PER DIEM ALLOWANCE:**

Half Day(s)

Full Day(s)

---

**APPROVAL SECTION**


No Objection

---

**ACCOUNTS PAYABLE CLERK SECTION**

Task ID: 0000044812 - Created: 08-Nov-2013 03:31:25 PM - By: Donald Lussier

### Travel & Expense Calculator

<table>
<thead>
<tr>
<th>Section</th>
<th>Amount Claimed</th>
<th>Less GST</th>
<th>GST</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meals</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Hotels</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Transportation Costs</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Registration Fees</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Technology Costs</td>
<td>104.7</td>
<td>5.24</td>
<td>109.95</td>
<td></td>
</tr>
<tr>
<td>Expenses Claimed</td>
<td>104.7</td>
<td>5.24</td>
<td>109.95</td>
<td></td>
</tr>
</tbody>
</table>

Less ADVANCE: 0.00

U.S. Dollars: 109.95

---

Vendor Number: EM12142

Foster, Jan

**Exchange Rate:**

**NET TOTAL TO BE PAID:** 109.95

---

**TAXES:**

<table>
<thead>
<tr>
<th>GL Account Number</th>
<th>Amount</th>
<th>Tax Code</th>
<th>Tax Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>170014</td>
<td>00100032</td>
<td>109.95</td>
<td>5.24</td>
</tr>
</tbody>
</table>

Total Without Taxes: 104.71

Total With Taxes: 109.95

---

Authorizer Comment:

Thanks

---

https://adw.lethsd.ab.ca/live/servlet/Broker?env=ess&template=ess.TaskAuthorization/Ta...

12/11/2013
STAPLES Canada
Store # 118
501 1st Avenue South
Lethbridge, AB T1J4J9
403-317-4530

Sale: 00091 3 006 3153
0118 11/05/13 03:55

**ENTER TO WIN!**
$1,000 STAPLES SHOPPING SPREE

STAPLES listens and values your feedback.
Tell us how we did today!

Visit www.StaplesListens.ca

Your Survey Code: Barcode at the bottom
Expires: 11/12/2013

AIR MILES Number: ******5923

<table>
<thead>
<tr>
<th>Item</th>
<th>Qty</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>CANON MF4770N AIO</td>
<td>1</td>
<td>89.92G</td>
</tr>
<tr>
<td>RECYCLING FEE AB</td>
<td></td>
<td>4.60G</td>
</tr>
<tr>
<td>1YR PRNTR REPLACE</td>
<td></td>
<td>9.99G</td>
</tr>
</tbody>
</table>

Total: $104.71
GST 5.00%: $5.24
Total: $109.95

Purchase: 9513
Interac C: CHEQUING
Authorization Number: 455630
0010017260 31533 66164102
91 11/05/13 15:55:56
00/001 APPROVED - THANK YOU
Interac: A0000002771010
8000008000 6800

**Thank you for shopping at STAPLES!**
We will not be undersold!

Visit Staples.ca

IMPORTANT
Retain This Copy for Your Records

GST No. 126152586
Expense Authorization

Review all sections of the form and then complete the last section at the bottom of the page.

TRUSTEES TRAVEL AND EXPENSE WARRANT


NAME: Foster, Jan (12492)
DATES: From: 26-Oct-2013 To: 24-Oct-2013
FUNCTION OR MEETING: Entered Orientation
LOCATION: Lethbridge, Alberta

Check if Travel is in the USA: [ ]

EXPENSES:

1. MEALS:
   - Breakfast: $10.00
   - Lunch: $10.00
   - Dinner: $20.00
   - Gratuity automatically calculated @ 15%: $3.00
   - Total: $43.00

2. HOTELS:
   - Hotel: $20.00
   - Private Accommodation: $0.00
   - Total: $20.00

3. TRANSPORTATION COSTS:
   - Airfare: $5.00
   - Car Expenses: KMS $0.05
   - Total: $5.05

4. REIMBURSEMENT FEES:
   - Attach approved receipt or voucher: $0.00
   - Total: $0.00

5. TECHNOLOGY COSTS:
   - Office Costs: $120.71
   - Total: $120.71

For Office Use Only:
- GST (Auto Calculated Min/Max): $0.00
- GST on Invoices: $0.00
- Total GST: $0.00

HONORARIA: Half Day(x)
PER DIEM ALLOWANCE: 01 Full Day(x)

APPROVAL SECTION


No Objection

TRUSTEE EXPENSE WARRANT PAYROLL SECTION


This expense form is being routed to you as the Trustee has entered honoraria or a per diem allowance.
Please print the expense form for processing of payment and as backup documentation.

ACCOUNTS PAYABLE CLERK SECTION


Travel & Expense Calculator

<table>
<thead>
<tr>
<th>Section</th>
<th>Amount Claimed Less GST</th>
<th>GST</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meals</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Hotel</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Transportation</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Registration Fee</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Technology Costs</td>
<td>120.06</td>
<td>6.60</td>
<td>126.66</td>
</tr>
<tr>
<td>Expenses Claimed</td>
<td>124.06</td>
<td>6.60</td>
<td>130.66</td>
</tr>
<tr>
<td>U.S. Dollars</td>
<td>Exchange Rate</td>
<td>Exchange</td>
<td>Exchange</td>
</tr>
</tbody>
</table>

Vendor Number: EM12142 - Foster, Jan

GL Account Number | Taxes Included | Amount | Tax Code | Tax Amount
--- | --- | --- | --- | ---
| | Total Without Taxes: | 0.00 | | |
| | Tax Total: | 0.00 | | |
| | Total With Taxes: | 0.00 | | |

Authorizer Comment:
NOT PAID

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Without Taxes:</td>
<td>120.71</td>
</tr>
<tr>
<td>Tax Total:</td>
<td>6.66</td>
</tr>
<tr>
<td>Total With Taxes:</td>
<td>127.36</td>
</tr>
</tbody>
</table>

**Author Comment**

GST not included in claim, Accounts Payable adjusted amount

**NOT PAID**
STAPLES Canada
Store # 118
501 1st Avenue South
Lethbridge, AB T1J 4J9
403-317-4530

Sale 00091 3 006 27549
0116 10/25/13 11:33

************************************************************
ENTER TO WIN!
$1,000 STAPLES SHOPPING SPREE

Staples listens and values your feedback.
Tell us how we did today!

Visit www.StaplesListens.ca

Your Survey Code: Barcode at the bottom
Expires: 11/01/2013

************************************************************
************************************************************

AIR MILES Number: ********5923

9999999

1 KODAK PHOTO PAPER
041771743321 13.466

1 SAMSUNG SCX-4521F
635753611694 107.50G

1 DM:eRY14 DLY APPT
036576013742 17.226

1 HP PAPER REAM
764025930000 5.95G

Subtotal 144.17

GST 5.00% 7.21

Total $151.38

Debit 151.38

*************9513

Purchase

Interac C CHEQUING

Authorization Number 881754

0010012510 27549 66164102

91 10/25/13 11:33:38

OC/031 APPROVED - THANK YOU

Interac A000002771C10

6800080800 6800 TOTAL $137.36

************************************************************

Thank you for shopping at STAPLES!
We will not be undersold!
Visit Staples.ca

IMPORTANT
Retain This Copy for Your Records

GST No. 126152586

011611025132754906
Expense Authorization

Review all sections of the form and then complete the last section at the bottom of the page.

TRUSTEES TRAVEL AND EXPENSE WARRANT
Task ID: 0000043744 - Created: 26-Sep-2013 10:02:38 AM - By: Jan Foster - Processed: 26-Sep-2013 10:02:38 AM - By: Jan Foster

NAME: Foster, Jan (11432)
DATES: From: 26-Sep-2013 To: 26-Sep-2013
FUNCTION or MEETING: ATA Negotiation Meeting
LOCATION: Lethbridge, Alberta

EXPENSES:

1. MEALS:
   - Breakfast: $10.00
   - Lunch: $6.00
   - Dinner: $6.00

   GST: 5%automatically calculated
   Total: $22.00

2. HOTELS:
   - Hotel: $20.00
   - Private Accommodation: $0.00

   Total: $20.00

3. TRANSPORTATION COSTS:
   - Air Transportation: $30.00
   - Car Expenses: $30.00

   Total: $60.00

4. REGISTRATION FEES:
   - Event: $60.00

   Total: $60.00

5. TECHNOLOGY COSTS:
   - Laptop: $50.00

   Total: $50.00

For Office Use Only:
- GST (Auto Calculated Value): $1.05
- GST on Invoices: $3.00
- Total GST: $4.05
- Net Total to Be Paid: $70.00

HONORARIA:
- Half Day(s): $100.00
- Full Day(s): $180.00

PER DIEM ALLOWANCES:
- Half Day(s): $100.00
- Full Day(s): $180.00

APPROVAL SECTION
Task ID: 0000043744 - Created: 26-Sep-2013 10:02:38 AM - By: Jan Foster - Processed: 26-Sep-2013 10:13:21 AM - By: Donald Lussier

No Objection

TRUSTEE EXPENSE WARRANT-PAYROLL SECTION
Task ID: 0000043744 - Created: 30-Sep-2013 16:18:06 AM - By: Donald Lussier - Processed: 30-Sep-2013 16:18:06 AM - By: Pennylynn Rajek

This expense form is being submitted by you as the Trustee has entered the expected or a per diem allowance. Please print the expense form for processing of payment and as backup documentation.

TRUSTEE EXPENSE WARRANT-PAYROLL SECTION
Task ID: 0000043744 - Created: 30-Sep-2013 10:19:27 AM - By: Donald Lussier

This expense form is being submitted by you as the Trustee has entered the expected or a per diem allowance. Please print the expense form for processing of payment and as backup documentation.

### TRUSTEES TRAVEL AND EXPENSE WARRANT

**Task ID:** 0000043539 - **Created:** 19-Sep-2013 12:17:38 PM - **By:** Jan Foster - **Processed:** 19-Sep-2013 12:17:38 PM - **By:** Jan Foster

**NAME:** Foster, Jan (12142)  
**DATES:** From: 18-Sep-2013 To: 18-Sep-2013  
**FUNCTION or MEETING:** ATA Negotiation Meeting  
**LOCATION:** Lethbridge, Alberta

### EXPENSES:

#### 1. MEALS:

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate</th>
<th>Amount</th>
<th>GST on Invoice</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$10.00</td>
<td>$10.00</td>
<td>$0.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>Lunch</td>
<td>$15.00</td>
<td>$15.00</td>
<td>$0.00</td>
<td>$15.00</td>
</tr>
<tr>
<td>Dinner</td>
<td>$20.00</td>
<td>$20.00</td>
<td>$0.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>Gratuity automatically calculated</td>
<td>.15%</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

#### 2. HOTELS:

- Hotel: Enter total invoice amount - attach vouchers: $0.00
- Private Accommodation: @ $20.00 $0.00

#### 3. TRANSPORTATION COSTS:

- A) Economy Air Fair: Enter total invoice amount - attach receipts $0.00
- Taxi Fares - State number of trips: $0.00
- OR B) Car Expenses
  - KMS @ $.505 $0.00

#### 4. REGISTRATION FEES:

- Attach approved receipt or voucher $0.00

#### 5. TECHNOLOGY COSTS:

- $0.00

---

**For Office Use Only:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>Rate</th>
<th>GST (Auto Calculated Within)</th>
<th>GST on Invoices</th>
<th>Total GST</th>
<th>TOTAL EXPENSES CLAIMED: (1+2+3+4+5)</th>
<th>Less: ADVANCE</th>
<th>NET TOTAL TO BE PAID: $0.00</th>
</tr>
</thead>
</table>

**HONORARIA:** 01 Half Day(s)  
**PER DIEM ALLOWANCE:** 01 Half Day(s)

---

### APPROVAL SECTION

**Task ID:** 0000043539 - **Created:** 19-Sep-2013 12:17:38 PM - **By:** Jan Foster - **Processed:** 19-Sep-2013 12:34.06 PM - **By:** Donald Lussier

No Objection

---

### TRUSTEE EXPENSE WARRANT-PAYROLL SECTION

**Task ID:** 0000043539 - **Created:** 19-Sep-2013 12:34.06 PM - **By:** Donald Lussier - **Processed:** 19-Sep-2013 12:56.29 PM - **By:** Pennylynn Rakal

This expense form is being routed to you as the Trustee has entered honoraria or a per diem allowance. Please print the expense form for processing of payment and as backup documentation.

---

### TRUSTEE EXPENSE WARRANT-PAYROLL SECTION