

Trustee Professional Development & Travel Expenses

Trustee - Christine Light

Period- September 1, 2018 - November 30, 2018

Event or Expenditure item	Board Business	Professional Learning	Dates	Hotel	Flight	Mileage	Other	Per Diem	Total
Teacher Employee Bargaining (TEBA)	X		Sept 19-21, 2018		\$ 317.36		\$ 23.00	\$ 400.00	\$ 740.36
Totals				\$ -	\$ 317.36	\$ -	\$ 23.00	\$ 400.00	\$ 740.36



Expense Reimbursement 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: 0000118379 - Created: 13-Dec-2018 10:36.11 AM - By: Christine Light - Processed: 13-Dec-2018 10:36.11 AM - By: Christine Light

NAME: Light, Christine (14233)
DATES: From: 10-Dec-2018 To: 11-Dec-2018
FUNCTION or MEETING: TEBA Check if Travel is in the USA
LOCATION: Edmonton, AB

EXPENSES:

1. MEALS:					Enter GST on Invoice	Section Total
Breakfast		@ \$ 10.00	\$	0.00		
Lunch		@ \$ 15.00	\$	0.00		
Dinner	01	@ \$ 20.00	\$	20.00		
	Gratuity automatically calculated	@ .15 %	\$	3.00	\$	23.00 (1)
2. HOTELS:						
Hotel: Enter total invoice amount - attach vouchers:			\$	\$		
Private Accommodation:			@ \$ 20.00	\$	0.00	\$ 0.00 (2)
3. TRANSPORTATION COSTS:						
A) Economy Air Fair: Enter total invoice amount - attach receipts			\$	\$		
Taxi Fares - State number of trips:			\$			
OR B) Car Expenses						
	KMS	@ \$.505	\$	0.00	\$	0.00 (3)
4. REGISTRATION FEES:						
Attach approved receipt or voucher			\$	\$	\$	0.00 (4)
5. TECHNOLOGY COSTS:						
			\$	\$	\$	0.00 (5)
For Office Use Only						
GST (Auto Calculated Within):	0.95	TOTAL EXPENSES CLAIMED:		(1+2+3+4+5)	\$	23.00
GST on Invoices:	0.00	Less: ADVANCE			\$	
Total GST:	0.95	NET TOTAL TO BE PAID:			\$	23.00
HONORARIA:	Half Day(s)	02 Full Day(s)				
PER DIEM ALLOWANCE:	Half Day(s)	02 Full Day(s)				

APPROVAL SECTION

Task ID: 0000118379 - Created: 13-Dec-2018 10:36.11 AM - By: Christine Light - Processed: 13-Dec-2018 10:39.00 AM - By: Christine Lee
 Action Taken: No Objection

ACCOUNTS PAYABLE CLERK SECTION

Task ID: 0000118379 - Created: 13-Dec-2018 10:39:00 AM - By: Christina Lee

Travel & Expense Calculator			
Section	Amount Claimed Less GST	GST	Total
Meals:	22.05	0.95	23.00
Hotels:	0.00	0.00	0.00
Transportation Costs:	0.00	0.00	0.00
Registration Fees:	0.00	0.00	0.00
Technology Costs:	0.00	0.00	0.00
Expenses Claimed:	22.05	0.95	23.00
Less: ADVANCE			0.00
U.S. Dollars:	Exchange Rate:	Exchange:	0.00
NET TOTAL TO BE PAID			23.00

Vendor Number: EM14233 Light, Christine

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
170104100100032 -TRUSTEETRAV-BRDGOV-GEN-BOARD <input checked="" type="checkbox"/>		23.00	GST <input checked="" type="checkbox"/>	1.10

Add GL

Total Without Taxes: 21.90
 Tax Total: 1.10
 Total With Taxes: 23.00

Authorizer Comment

- [Approve Expense](#)
- [Deny Expense](#)
- [Save Form Info](#)
- [Redirect](#)
- [Edit Section](#)
- [Send Emp Email](#)
- [Add Dated Comment](#)

Invoice Has Not Been Created



BURGER KING
CALGARY INTERNATIONAL AIRPORT

397397 Harwinde

CHK 2636

DEC10'18 6:46PM

1 C WHP CALI M	12.05
C FRENCH FRY M	
C SODA FTN M	

SUBTOTAL	12.05
TAX	0.60

AMOUNT PAID 12.65

AT217582 XXX1862

DEBIT CC 12.65

--397397 Closed DEC10 06:46PM--

WE WANT TO HEAR YOUR FEEDBACK!
PLEASE ONTACT 1-877-672-7467
OR CUSTOMERSERVICE2HMSSHOT.COM
TO SHARE YOUR EXPERIENCE.

STOREID: YYCBKG01

GST # 137512901

~~2636~~

Your order number is. 2000



Booking Confirmation

LeeAnne's VISA

Christine Lee 1-7020-4250-4250-2
Rik Jesse 1-7020-4180-1000-18
Christine Light 1-7020-4100-1000:
TEBA Mtg in Edmonton
Dec. 11, 2018

E-MAILED

Booking Reference: **SIFWFR**

Date of issue: 29 Oct, 2018

This is your Itinerary/Receipt. You must bring it with you to the airport for check-in and we recommend you keep a copy for your records. Please also take the time to review it as it contains the general conditions of carriage and applicable tariffs that apply to the tickets, bookings and air services detailed below, as well as baggage, checked-in goods and other important information related to your trip.

Data Protection Notice: Your personal data will be processed in accordance with the applicable carrier's privacy policy and, if your booking is made via a reservation system provider ("GDS"), with its privacy policy. These are available at the IATA Travel Centre website or from the carrier or GDS directly. You should read this documentation, which applies to your booking and specifies, for example, how your personal data is collected, stored, used, disclosed and transferred. We also invite you to view Air Canada's Privacy Policy directly.

✈ - Depart

MM

Economy - Standard

Monday
10 Dec, 2018

17:45
Lethbridge
(YQL), AB



18:43
Calgary
Calgary Int. (YYC), AB



0hr58
Economy L
Operated by: Air Canada Express - Air
Georgian | 1900D

Layover in Calgary

1hr12

Monday
10 Dec, 2018

19:55
Calgary
Calgary Int. (YYC), AB



20:51
Edmonton
Edmonton Int. (YEG), AB



0hr56
Economy L
Operated by: Air Canada Express -
Jazz | Dash 8-300

Total duration

3hr08

✈ - Return

Economy - Standard

Tuesday
11 Dec, 2018

17:25
Edmonton
Edmonton Int. (YEG), AB



18:20
Calgary
Calgary Int. (YYC), AB



0hr55
Economy L
Operated by: Air Canada Express -
Jazz | Q400

Layover in Calgary

1hr30

Tuesday
11 Dec, 2018

19:50
Calgary
Calgary Int. (YYC), AB



20:47
Lethbridge
(YQL), AB



0hr57
Economy L
Operated by: Air Canada Express - Air
Georgian | 1900D

Total duration

3hr22

Passengers

fj

 **Christine Lee**

Ticket Number
0142102676311

Seats
AC7220 1B
AC8158 5C
AC8155 7C
AC7221 1A

 **Christine Light**

Ticket Number
0142102676312

Seats
AC7220 1A
AC8158 5D
AC8155 7A
AC7221 2A

 **Richard Jesse**

Ticket Number
0142102676313

Seats
AC7220 2B
AC8158 5F
AC8155 7D
AC7221 2B



Purchase summary

Visa
*****4802
Amount paid: \$1090.68
Tax Information
GST/HST no. 10009-2287 RT0001
\$51.93

3 adults

 **Air Transportation Charges**

Base Fare - Depart - Economy - Standard	112.00
Base Fare - Return - Economy - Standard	102.00
Surcharges	24.00

 **Taxes, fees and charges**

Goods and Services Tax - Canada no. 100092287 RT0001	15.11
Air Travellers Security Charge - Canada	14.25
Airport Improvement Fee - Canada	50.00
Total airfare and taxes before options (per passenger)	\$317.36

Number of passengers **X 3**

Total **\$952.08**

 **Seat selection**

Christine Lee	
AC7220: 1B - Standard Seat (Window)	11.00
AC8158: 5C - Standard Seat (Aisle)	11.00
AC8155: 7C - Standard Seat (Aisle)	11.00
AC7221 1A - Standard Seat (Window)	11.00
Christine Light	
AC7220 1A - Standard Seat (Window)	11.00
AC8158 5D - Standard Seat (Aisle)	11.00
AC8155: 7A - Standard Seat (Window)	11.00
AC7221 2A - Standard Seat (Window)	11.00
Richard Jesse	
AC7220 2B - Standard Seat (Window)	11.00
AC8158 5F - Standard Seat (Window)	11.00
AC8155 7D - Standard Seat (Aisle)	11.00
AC7221 2B - Standard Seat (Window)	11.00

Goods and Services Tax - Canada no. 100092287 RT0001 6.60

Total with options and seat selection fee **\$1090.68**

GRAND TOTAL (Canadian dollars) **\$1090.68**



Check-in and boarding gate deadlines

Within Canada

90

minutes

Recommended check-in time

You should check in no later than the times indicated at left. This will ensure you have plenty of time to check in, drop off your checked bags and pass through security.

45

minutes¹

Check-in and baggage drop-off deadline

You must have checked in, obtained your boarding pass and deposited all checked bags at the baggage drop-off counter before the end of the check-in period for your flight.

15

minutes

Boarding gate deadline

You must be present at the boarding gate before it closes.

1. From Toronto City Airport (YTZ) - Check-in and baggage drop-off deadline: 20 minutes.

Baggage allowance


Carry-on Baggage

On flights operated by Air Canada, Air Canada Rouge or Air Canada Express, you may carry with you in the cabin 1 standard item (max. size: 23 x 40 x 55 cm [9 x 15.5 x 21.5 in]) and 1 personal item (max. size: 18 x 33 x 43 cm [6 x 13 x 17 in]). Your carry-on baggage must be light enough that you can store it in the overhead bin unassisted. See our complete carry-on baggage policy.

Checked Baggage

Please see below for details on the bags you plan on checking at the baggage counter.

Lethbridge (YQL) > Edmonton (YEG)


 **1st bag**
\$ 31.50 CAD
Including taxes


 **2nd bag**
\$ 52.50 CAD
Including taxes

Max. weight per bag
23.0 kg (50.0 lb)

Max. dimensions per bag
158.0 cm (62.0 in)

Edmonton (YEG) > Lethbridge (YQL)

 **1st bag**
\$ 31.50 CAD
Including taxes

 **2nd bag**
\$ 52.50 CAD
Including taxes

Max. weight per bag
23.0 kg (50.0 lb)

Max. dimensions per bag
158.0 cm (62.0 in)

* For travel within Canada or between Canada and the United States, a Canadian tax of \$3.00 CAD may apply to baggage fees. For travel between Canada or the United States and Mexico, the Dominican Republic and Barbados, an applicable local sales tax of \$4.00 CAD may apply to baggage fees. For all other itineraries to/from Mexico, the Dominican Republic and Barbados as well as itineraries to/from South America, an applicable local sales tax of \$21.00 CAD may apply to baggage fees. All above tax amounts are based on the maximum applicable tax amounts per itinerary type. Actual amounts may vary and will be charged in the currency used in your departure airport. Tax amounts are subject to change without notice by local government.

Currency

Fee amounts are displayed in the currency of the first departure city on your ticket. On the day of travel, applicable fees will be assessed in the local currency of the country/region you are travelling from. Certain exceptions may apply where the departure airport does not charge in local currency. The currency exchange rate will be determined by the date of travel.

Stopovers

Checked baggage fees may be reassessed when itineraries include an enroute stopover of more than 24 hours.

Note: If you exceed your baggage allowance (in number, size and/or weight), additional checked baggage charges will apply. The policy and fees will be those of the carrier identified in the checked baggage information section.

- View Air Canada's additional checked baggage policy.
- View the additional checked baggage policy of Air Canada's codeshare and interline partners.

Fare Rules

Economy - Standard

 **Changes**
\$100 CAD

- The change fee per direction, per passenger is \$25.00 CAD for changes made outside 60 days of departure, and \$100.00 CAD for changes made within 60 days of departure, plus applicable taxes and any fare difference. Changes can be made up to 2 hours before departure.
- Same-day confirmed changes at check-in or at the airport are subject to availability and are permitted only for same-day flights at a fee of \$150 CAD/USD per direction, per passenger. Exception: fee is \$100 CAD/USD for flights between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) or Newark (EWR) airports (connecting flights excluded)
- Same-day standby at the airport is available: on flights between Toronto and Montréal or Ottawa, on flights between Calgary, Edmonton and Vancouver, as well as on flights between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) or Newark (EWR) airports (connecting flights excluded).
- Flights can only be used in sequence from the place of departure specified on the itinerary.

Fare Rules

Cancellations Non-refundable

- Tickets are **non-refundable and non-transferable**.
- **Cancellations** can be made up to 45 minutes prior to departure.
- If you make a flight change that involves a more restrictive fare, the higher change fee associated with that more restrictive fare applies once per passenger, regardless of the number of flights that are changed.
- Customers who **no-show** their flight will forfeit the fare paid.
- Air Canada will provide a full refund without penalty when you cancel a new ticket (i.e. when a new booking is made and you are assigned a booking reference) within 24 hours of purchase.
- [View Air Canada's refund policy](#) Opens in a new window.
- Provided the original booking is cancelled prior to the original flight 's departure, the value of the unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to the change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.

Seat selection* AC7220: From \$12 CAD AC8158: From \$12 CAD

- **Paid Advance Seat Selection** is offered on Air Canada and Air Canada Rouge, as well as on Air Canada Express flights operated by Jazz, subject to availability.
- Taxes are included.

Aeroplan Miles

- 25% Aeroplan Miles for flights within Canada
- 50% Aeroplan Miles for flights between Canada and the U.S.
- The equivalent in Altitude Qualifying Miles
- For all flights operated by Air Canada, Air Canada Express and Air Canada Rouge

Economy - Standard

Changes \$100 CAD

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Seat selection* AC8155: From \$12 CAD AC7221: From \$12 CAD

- **Paid Advance Seat Selection** is offered on Air Canada and Air Canada Rouge, as well as on Air Canada Express flights operated by Jazz, subject to availability.
- Taxes are included.

Aeroplan Miles

- 25% Aeroplan Miles for flights within Canada
- 50% Aeroplan Miles for flights between Canada and the U.S.
- The equivalent in Altitude Qualifying Miles
- For all flights operated by Air Canada, Air Canada Express and Air Canada Rouge

! General conditions of carriage

1. You must obtain your boarding pass and check in any baggage by the check-in deadline. Additionally, you must be available for boarding at the boarding gate by the boarding gate deadline. Failure to respect check-in and boarding gate deadlines may result in the reassignment of any pre-reserved seats, the cancellation of reservations, and/or ineligibility for denied boarding compensation.
2. Although reconfirmation of flights is not required, we strongly recommend that you check your flight status online at aircanada.com or by calling our flight information system at 1-888-422-7533 prior to your departure.
3. Advance seat assignments are not guaranteed and may change without notice. If your pre-assigned seat is unavailable, we will try to accommodate you in a comparable seat in the same class of service and will refund any applicable fees.
4. Any travel credit banked for unused tickets is non-transferable: when the credit is redeemed, it must be used by the same person whose name appears on the original ticket.
5. Air Canada will cancel any purchased ticket and provide a full refund without penalty up to 24 hours after purchase. Beyond 24 hours, voluntary changes to your itinerary may require the payment of additional fees and fare upgrades. If you are travelling on a non-refundable ticket, Air Canada will be unable to make exceptions in the event of an unexpected trip cancellation or medical emergency. We recommend the purchase of travel insurance.
6. **Dangerous goods**
For safety reasons, dangerous goods must not be packed in checked or carry-on baggage, except as specifically permitted. Dangerous goods include, but are not limited to compressed gases, corrosives, explosives, flammable liquids and solids, radioactive materials, oxidizing materials, poisons, infectious substances, and briefcases with installed alarm devices. For security reasons, other restrictions may apply. Please refer to the Restricted and Prohibited Items page on our website for more information.
7. Subject to the provisions of the Montreal Convention and the Warsaw Convention, as well as the provisions of its applicable tariffs, Air Canada may refuse carriage of property in checked luggage that is not suitable for transportation, such as fragile or perishable items and may refuse to carry valuable items (a valuable is deemed to be any item whose value is \$ 1,000 CAD or more, per Kilogram or \$1 CAD per gram). Air Canada may refuse claims based on the inherent nature of an item (e.g. its perishable nature), or for loss or delay of unsuitably or inadequately packed items, to the extent that the destruction, loss or damages resulted from the inherent defect, quality or vice of the baggage, or, in the case of delay, that the carrier, its agents, and servants took all measures that could reasonably be required to avoid the damage, or that it was impossible to take such measures.
8. **International travel**
Governments may require your carrier to provide information on or permit access to passenger data. You cannot travel if you do not have all required travel documents, such as a passport and visa (where applicable), to enter in or transit through each country/region on your itinerary. Please refer to the Travel Documents page on our website for more information.
9. **In-flight health**
Most people are fit to travel by air, but special attention is required for passengers whose health problems may be exacerbated by altitude, travel stress, hypoxia and other travel related difficulties. Our website offers important health tips and information for customers with special needs who may require medical approval before flying.

Please also note that aircraft disinsection is carried out on certain routes, in compliance with the requirements of the World Health Organization (WHO), the International Civil Aviation Organization, Transport Canada and applicable foreign regulatory authorities. More information is available on our website.
10. **Schedules and timetables**
Time and aircraft type shown in timetables or elsewhere are approximate and not guaranteed, and form no part of the contract. Schedules are subject to change without notice and carrier assumes no responsibility for passenger making connections not included as part of the itinerary set out in the ticket. Carrier is not responsible for changes, errors or omissions either in timetables or other representations of schedules.
11. **Overbooking notice**
Airline flights may be overbooked, and there is a slight chance that a seat will not be available on a flight for which a person has a confirmed reservation. If the flight is overbooked, no one will be denied a seat until airline personnel first ask for volunteers willing to give up their reservation in exchange for a payment of the airline's choosing. If there are not enough volunteers, the airline will deny boarding to other persons in accordance with its particular boarding priority. With few exceptions, persons denied boarding involuntarily are entitled to compensation. The complete rules for the payment of compensation and boarding priorities are available at all airport ticket counters and boarding locations.

NOTICE - SOLD SUBJECT TO APPLICABLE TARIFFS

☎ CANADA, U.S.: 1 (888) 247-2262

 **AIR CANADA**

A STAR ALLIANCE MEMBER 