

Trustee Professional Development & Travel Expenses
Trustee - Lola Major
Period- December 1, 2019 - February 29, 2020

Event or Expenditure item	Board Business	Professional Learning	Dates	Hotel	Flight	Mileage	Other	Per Diem	Total
Office Expenses	X		Dec 1 -Jan 31				\$ 105.92		\$ 105.92
Office Expenses	X		Feb 1 - Feb 29				\$ 138.49		\$ 138.49
Total				\$ -	\$ -	\$ -	\$ 244.41	\$ -	\$ 244.41

Expense Form

**Number of Uploaded Documents:
Attached Documents**

▼ TRUSTEES TRAVEL AND EXPENSE WARRANT

Task ID: 0000147673 - Created: 07-Feb-2020 07:57.58 AM - By: Krystal Steynen - Processed: 07-Feb-2020 07:57.58 AM - By: Lorraine Major

NAME: Major, Lorraine (12143)
DATES: From: 01-Dec-2019 To: 31-Jan-2020
FUNCTION or MEETING: Office expenses Check if Travel is in the USA:
LOCATION: Ed Centre

EXPENSES:

1. MEALS:	Enter GST on Invoice	Section Total
Breakfast @ \$ 10.00	\$ 0.00	
Lunch @ \$ 15.00	\$ 0.00	
Dinner @ \$ 20.00	\$ 0.00	
Gratuity automatically calculated @ .15 %	\$ 0.00	\$ 0.00 (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:		
Office_Costs	\$ 105.92	\$ 5.04 \$ 105.92 (5)

For Office Use Only:			
GST (Auto Calculated Within):	0.00	TOTAL EXPENSES CLAIMED:	(1+2+3+4+5) \$ 105.92
GST on Invoices:	5.04	Less: ADVANCE	\$
Total GST:	5.04	NET TOTAL TO BE PAID:	\$ 105.92

HONORARIA: Half Day(s) Full Day(s)

▼ APPROVAL SECTION

Task ID: 0000147673 - Created: 07-Feb-2020 07:57.58 AM - By: Krystal Steynen - Processed: 11-Feb-2020 04:38.14 PM - By: Christine Lee

Action Taken: No Objection

▼ ACCOUNTS PAYABLE CLERK SECTION


Task ID: 0000147673 - Created: 11-Feb-2020 04:38.14 PM - By: Christine Lee - Processed: 12-Feb-2020 08:18.17 AM - By: Krystal Steynen

Action Taken: Approve Expense

Travel & Expense Calculator

Section	Amount Claimed Less GST	GST	Total
Meals:	0.00	0.00	0.00
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:	100.88	5.04	105.92
Expenses Claimed:	100.88	5.04	105.92
		Less: ADVANCE	0.00
U.S. Dollars:	Exchange Rate:	Exchange:	0.00
NET TOTAL TO BE PAID:			105.92

Vendor Number: EM12143 - Major, Lorraine

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
170104100100032		105.92	1	5.04
			Total Without Taxes:	100.88
			Tax Total:	5.04
			Total With Taxes:	105.92

Authorizer Comment
Approved

PAID

December 16, 2019

Account number: 31631770

Mobile services (continued)

LORRAINE MAJOR
Charges for 403 634-8215

Monthly and other charges (Dec 17 to Jan 16)

YourChoice L&R Premium 50 - 300 Unlimited Evening&Weekend Calling includes Free Weekends & Evenings Unlimited Nationwide Account Wide Unlimited nationwide texts, picture AB 911 Government Fee	\$50.00 \$0.44
Total monthly and other charges	\$50.44

Add-ons (Dec 17 to Jan 16)

Access to Shared Data	Free
Total add-ons	\$0.00

Usage charges

Free airtime refers to non-chargeable minutes that are not part of your included minutes, and may include bonus minutes, evening and weekend calling, *611 calls. etc.

Data Usage	\$0.00
Total used 1.699 (MB)	
Picture Messaging - Picture Receive	\$0.00
Total used 3 (Pic)	
Local Airtime - Phone (minutes)	\$0.00
Included 1:00 (MIN)	
Total used 1:00 (MIN)	
Total usage charges	\$0.00

Total before taxes	\$50.44
GST	\$2.52
Total for 403 634-8215, with taxes	\$52.96

Airtime Details for 403 634-8215

DATE	NUMBER AND PLACE YOU CALLED	WHERE YOU CALLED FROM	MINS: SECS	LOCAL AIRTIME RATE (\$/MIN)	LOCAL AIRTIME CHARGE (\$)	LONG DISTANCE CHARGE (\$)	OTHER CHARGE (\$)	TOTAL (\$)
Call charges								
1 Thu Dec 12 10:55 am	403 894-0929 LETHBRIDGE AB	INCOMING	1:00	-	-	-	-	0.00
TOTAL					\$0.00	\$0.00	\$0.00	\$0.00

January 16, 2020

Account number: 31631770

Mobile services (continued)

LORRAINE MAJOR
Charges for 403 634-8215

Monthly and other charges (Jan 17 to Feb 16)

YourChoice L&R Premium 50 - 300	\$50.00	
Unlimited Evening&Weekend Calling includes Free Weekends & Evenings		
Unlimited Nationwide Account Wide		
Unlimited nationwide texts, picture		
AB 911 Government Fee	\$0.44	
Total monthly and other charges		\$50.44

Add-ons (Jan 17 to Feb 16)

Access to Shared Data	Free	
Total add-ons		\$0.00

Usage charges

Free airtime refers to non-chargeable minutes that are not part of your included minutes, and may include bonus minutes, evening and weekend calling, *611 calls. etc.

Data Usage	\$0.00	
Total used 1.210 (MB)		
Total usage charges		\$0.00

Total before taxes.....\$50.44

GST	\$2.52	
Total for 403 634-8215, with taxes.....		\$52.96

Expense Form

**Number of Uploaded Documents:
Attached Documents**

▼ TRUSTEES TRAVEL AND EXPENSE WARRANT

Task ID: 0000150061 - Created: 09-Mar-2020 01:53.13 PM - By: Krystal Steynen - Processed: 09-Mar-2020 01:53.13 PM - By: Lorraine Major

NAME: Major, Lorraine (12143)
DATES: From: 01-Feb-2020 To: 29-Feb-2020
FUNCTION or MEETING: Office Expense Check if Travel is in the USA:
LOCATION: Ed Centre

EXPENSES:

1. MEALS:	Enter GST on Invoice	Section Total
Breakfast @ \$ 10.00	\$ 0.00	
Lunch @ \$ 15.00	\$ 0.00	
Dinner @ \$ 20.00	\$ 0.00	
Gratuity automatically calculated @ .15 %	\$ 0.00	\$ 0.00 (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:		
Office_Costs	\$ 138.49	\$ 2.55 (5)

For Office Use Only:			
GST (Auto Calculated Within):	0.00	TOTAL EXPENSES CLAIMED:	(1+2+3+4+5) \$ 138.49
GST on Invoices:	2.55	Less: ADVANCE	\$
Total GST:	2.55	NET TOTAL TO BE PAID:	\$ 138.49

HONORARIA: Half Day(s) Full Day(s)

▼ APPROVAL SECTION

Task ID: 0000150061 - Created: 09-Mar-2020 01:53.13 PM - By: Krystal Steynen - Processed: 12-Mar-2020 10:50.02 AM - By: Christine Lee

Action Taken: No Objection

▼ ACCOUNTS PAYABLE CLERK SECTION


Task ID: 0000150061 - Created: 12-Mar-2020 10:50.02 AM - By: Christine Lee - Processed: 12-Mar-2020 11:26.11 AM - By: Krystal Steynen

Action Taken: Approve Expense

Travel & Expense Calculator

Section	Amount Claimed Less GST	GST	Total
Meals:	0.00	0.00	0.00
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:	135.94	2.55	138.49
Expenses Claimed:	135.94	2.55	138.49
		Less: ADVANCE	0.00
U.S. Dollars:		Exchange Rate:	Exchange:
			0.00
		NET TOTAL TO BE PAID:	138.49

Vendor Number: EM12143 - Major, Lorraine

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
170104100100032		138.49	1	2.55
			Total Without Taxes:	135.94
			Tax Total:	<u>2.55</u>
			Total With Taxes:	138.49

Authorizer Comment
Approved

PAID

February 17, 2020

Your Account # 200677973 8

Internet (continued)

Regular charges (continued)

Unlimited Internet Usage \$15.00

Total high speed internet regular charges\$85.00

Usage charges

	USAGE (GB)	COST (\$)
Usage in unlimited data add-on	26.39	included
Total high speed internet usage charges		\$0.00
Total high speed internet charges		\$85.00

*Credit/CR includes an amount on account of GST/HST, QST, and PST (based on the taxes levied in the province of supply).

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Can we help?

Chat with us online at telus.com/contactus or find help by visiting telus.com/support. Call us at 310-2255 or toll free at 1-888-811-2323

February 16, 2020

Account number: 31631770

Mobile services (continued)

LORRAINE MAJOR
Charges for 403 634-8215

Monthly and other charges (Feb 17 to Mar 16)

YourChoice L&R Premium 50 - 300 Unlimited Evening&Weekend Calling includes Free Weekends & Evenings Unlimited Nationwide Account Wide Unlimited nationwide texts, picture AB 911 Government Fee	\$50.00 \$0.44
Total monthly and other charges	\$50.44

Add-ons (Feb 17 to Mar 16)

Access to Shared Data	Free
Total add-ons	\$0.00

Usage charges

Free airtime refers to non-chargeable minutes that are not part of your included minutes, and may include bonus minutes, evening and weekend calling, *611 calls. etc.

Long Distance - Domestic Phone Additional 1:00 (MIN) Total used 1:00 (MIN)	\$0.50
Data Usage Total used 1.452 (MB)	\$0.00
Local Airtime - Phone (minutes) Included 11:00 (MIN) Total used 11:00 (MIN)	\$0.00
Total usage charges	\$0.50

Total before taxes.....\$50.94

GST \$2.55
Total for 403 634-8215, with taxes.....\$53.49

Airtime Details for 403 634-8215

DATE	NUMBER AND PLACE YOU CALLED	WHERE YOU CALLED FROM	MINS SECS	LOCAL AIRTIME RATE (\$/MIN)	LOCAL AIRTIME CHARGE (\$)	LONG DISTANCE CHARGE (\$)	OTHER CHARGE (\$)	TOTAL (\$)	
Call charges									
1	Fri Jan 24 01:31 pm	877 770-4636	877 SERVIC CL	LETHBRIDGE AB	1:00	-	-	0.00	
2	Fri Jan 24 01:37 pm	587 580-4001	MSG RTRVL AB	LETHBRIDGE AB	1:00	-	-	0.00	
3	Fri Jan 24 01:38 pm	587 580-4001	MSG RTRVL AB	LETHBRIDGE AB	2:00	-	-	0.00	
4	Fri Jan 24 01:43 pm	587 580-4001	MSG RTRVL AB	LETHBRIDGE AB	3:00	-	-	0.00	
5	Mon Feb 3 10:14 am	587 580-4001	MSG RTRVL AB	LETHBRIDGE AB	1:00	-	-	0.00	
6	Mon Feb 3 11:49 am	705 641-1764	BRACEBDG ON	LETHBRIDGE AB	1:00	-	0.50	0.50	
7	Mon Feb 3 11:51 am	587 580-4001	MSG RTRVL AB	LETHBRIDGE AB	2:00	-	-	0.00	
TOTAL						\$0.00	\$0.50	\$0.00	\$0.50