

Trustee Professional Development & Travel Expenses  
Trustee - Lola Major  
Period- September 1, 2019 - November 30, 2019

Event or Expenditure item	Board Business	Professional Learning	Dates	Hotel	Flight	Mileage	Other	Per Diem	Total
Office Expenses	X		Sept 1 - Sept 30				\$ 123.49		\$ 123.49
Office Expenses	X		Oct 1 -Oct 31				\$ 123.26		\$ 123.26
Office Expenses	X		Nov 1 -Nov 30				\$ 122.96		\$ 122.96
<b>Total</b>				\$ -	\$ -	\$ -	\$ 369.71	\$ -	\$ 369.71

## Expense Form

**Number of Uploaded Documents:  
Attached Documents**

▼ TRUSTEES TRAVEL AND EXPENSE WARRANT

Task ID: 0000136550 - Created: 25-Sep-2019 08:12.12 AM - By: Krystal Steynen - Processed: 25-Sep-2019 08:12.12 AM - By: Lorraine Major

**NAME:** Major, Lorraine (12143)  
**DATES:** From: 01-Sep-2019 To: 30-Sep-2019  
**FUNCTION or MEETING:** Office Supplies 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)
<b>2. HOTELS:</b>		
Hotel: Enter total invoice amount - attach vouchers:	\$	\$
Private Accommodation: @ \$ 20.00	\$ 0.00	\$ 0.00 (2)
<b>3. TRANSPORTATION COSTS:</b>		
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)
<b>4. REGISTRATION FEES:</b>		
Attach approved receipt or voucher	\$	\$ 0.00 (4)
<b>5. TECHNOLOGY COSTS:</b>		
Office_Costs	\$ 123.49	\$ 2.55 (5)

For Office Use Only:

GST (Auto Calculated Within):	0.00	<b>TOTAL EXPENSES CLAIMED:</b>	(1+2+3+4+5)	\$ 123.49
GST on Invoices:	2.55	Less: ADVANCE		\$
Total GST:	2.55	<b>NET TOTAL TO BE PAID:</b>		\$ 123.49

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

▼ APPROVAL SECTION

Task ID: 0000136550 - Created: 25-Sep-2019 08:12.12 AM - By: Krystal Steynen - Processed: 25-Sep-2019 08:30.23 AM - By: Christine Lee

Action Taken: No Objection

▼ ACCOUNTS PAYABLE CLERK SECTION


Task ID: 0000136550 - Created: 25-Sep-2019 08:30.24 AM - By: Christine Lee - Processed: 25-Sep-2019 08:40.27 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:	120.94	2.55	123.49
Expenses Claimed:	120.94	2.55	123.49
		Less: ADVANCE	0.00
U.S. Dollars:		Exchange Rate:	Exchange: 0.00
		NET TOTAL TO BE PAID:	123.49

Vendor Number: EM12143 - Major, Lorraine

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
170104100100032		123.49	1	2.55
			<b>Total Without Taxes:</b>	<b>120.94</b>
			<b>Tax Total:</b>	<b>2.55</b>
			<b>Total With Taxes:</b>	<b>123.49</b>

Authorizer Comment  
Approved

PAID



September 16, 2019  
 HAROLD E. MAJOR  
 Account number: 31631770



## Mobile services

Go to [telus.com/myaccount](https://telus.com/myaccount) for device related details

### Summary of charges by user

USER	MONTHLY AND OTHER CHARGES (\$)	ADD-ONS (\$)	USAGE CHARGES (\$)	TOTAL BEFORE TAXES (\$)	TAXES (\$)	TOTAL (\$)
LORRAINE MAJOR 403 634-8215 YourChoice L&R Premium 50 - 300	50.44	-	0.50	50.94	2.55	53.49
TED MAJOR 403 634-8225 YourChoice UL NW - Prem 70	70.44	25.00	-	95.44	4.77	100.21
<b>Total</b>	<b>\$120.88</b>	<b>\$25.00</b>	<b>\$0.50</b>	<b>\$146.38</b>	<b>\$7.32</b>	<b>\$153.70</b>

### Mobile data sharing

USER	YOUR DATA SHARING POOL		YOUR ADDITIONAL USAGE	
	CONTRIBUTION TO SHARED POOL (MB)	TOTAL USAGE (MB)	ADDITIONAL USAGE OUTSIDE YOUR PLANS (MB)	CHARGES (\$)
LORRAINE MAJOR 403 634-8215 YourChoice L&R Premium 50 - 300	-	1,238	-	0.00
TED MAJOR 403 634-8225 YourChoice UL NW - Prem 70	1,024.000	247.551	-	0.00
<b>Total</b>	<b>1,024.000</b>	<b>248.789</b>	<b>0.000</b>	<b>\$0.00</b>



Home phone (continued)

Regular charges (continued)

E9-1-1 Provincial Network Fee \$0.09

Total home phone regular charges .....\$46.53

Long distance and usage charges

	# OF CALLS	MINS: SECS	COST (\$)
300 min US/CAN LD	3	32:00	\$0.00

Total home phone long distance and usage charges.....\$0.00

Total home phone charges ..... \$46.53

Call details for 403 328-6721

TYPE OF CALL	DATE AND TIME OF CALL	NUMBER AND PLACE YOU CALLED	MINS:SECS	COST (\$)
<b>300 min US/CAN LD</b>				
1 Direct dial	Fri Aug 16 09:51 am	403 261-1602 CALGARY AB	4:00	\$0.00
2 Direct dial	Wed Sep 04 07:01 pm	306 843-2166 WILKIE SK	17:00	\$0.00
3 Direct dial	Tue Sep 10 05:09 pm	306 843-2166 WILKIE SK	11:00	\$0.00
<b>Total</b>			<b>32:00</b>	<b>\$0.00</b>
<b>Total calls for 403 328-6721.....</b>				<b>\$0.00</b>

Internet

Charges for high speed internet

Regular charges (Sep 17 to Oct 16)

TELUS Internet 15 (included data:200GB) \$75.00  
 Loyalty Savings -\$5.00  
 Advanced Wi-Fi Modem Rental Free

Total high speed internet regular charges .....\$70.00

Usage charges

	USAGE (GB)	COST (\$)
Usage in TELUS Internet 15	14.73	included
Total usage	14.73	

Total high speed internet usage charges .....\$0.00

Total internet charges ..... **\$70.00**

Can we help?

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

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

## Expense Form

**Number of Uploaded Documents:  
Attached Documents**

▼ TRUSTEES TRAVEL AND EXPENSE WARRANT

Task ID: 0000139569 - Created: 31-Oct-2019 07:56.56 AM - By: Krystal Steynen - Processed: 31-Oct-2019 07:56.56 AM - By: Lorraine Major

**NAME:** Major, Lorraine (12143)

**DATES:** From: 01-Oct-2019 To: 31-Oct-2019

**FUNCTION or MEETING:** Business Expenses Check if Travel is in the USA:

**LOCATION:**

**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)
<b>2. HOTELS:</b>		
Hotel: Enter total invoice amount - attach vouchers:	\$	\$
Private Accommodation: @ \$ 20.00	\$ 0.00	\$ 0.00 (2)
<b>3. TRANSPORTATION COSTS:</b>		
A) Economy Air Fair: Enter total invoice amount - attach receipts	\$	\$
Taxi Fares - State number of trips:	\$	
<b>OR</b> B) Car Expenses		
KMS @ \$ .505	\$ 0.00	\$ 0.00 (3)
<b>4. REGISTRATION FEES:</b>		
Attach approved receipt or voucher	\$	\$ 0.00 (4)
<b>5. TECHNOLOGY COSTS:</b>		
Office_Costs	\$ 123.26	\$ 2.54 \$ 123.26 (5)

For Office Use Only:

GST (Auto Calculated Within):	0.00	<b>TOTAL EXPENSES CLAIMED:</b>	(1+2+3+4+5)	\$ 123.26
GST on Invoices:	2.54	Less: ADVANCE		\$
Total GST:	2.54	<b>NET TOTAL TO BE PAID:</b>		\$ 123.26

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

APPROVAL SECTION

Task ID: 0000139569 - Created: 31-Oct-2019 07:56.56 AM - By: Krystal Steynen - Processed: 31-Oct-2019 03:05.57 PM - By: Christine Lee

Action Taken: No Objection

ACCOUNTS PAYABLE CLERK SECTION


Task ID: 0000139569 - Created: 31-Oct-2019 03:05.57 PM - By: Christine Lee - Processed: 01-Nov-2019 08:19.19 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:	120.72	2.54	123.26
Expenses Claimed:	120.72	2.54	123.26
		Less: ADVANCE	0.00
U.S. Dollars:	Exchange Rate:	Exchange:	0.00
		NET TOTAL TO BE PAID:	123.26

Vendor Number: EM12143 - Major, Lorraine

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
170104100100032		123.26	1	2.54
			<b>Total Without Taxes:</b>	<b>120.72</b>
			<b>Tax Total:</b>	<b>2.54</b>
			<b>Total With Taxes:</b>	<b>123.26</b>

Authorizer Comment  
Approved

PAID



October 17, 2019  
 [REDACTED]  
 Your Account # 200677973 8



**Long distance and usage charges**

	# OF CALLS	MINS: SECS	COST (\$)
300 min US/CAN LD	2	103:00	\$0.00
Total home phone long distance and usage charges .....			\$0.00
Total home phone charges .....			\$46.53

**Call details for 403 328-6721**

TYPE OF CALL	DATE AND TIME OF CALL	NUMBER AND PLACE YOU CALLED	MINS:SECS	COST (\$)
<b>300 min US/CAN LD</b>				
1 Direct dial	Sun Sep 29 12:58 pm	306 843-2166 WILKIE SK	39:00	\$0.00
2 Direct dial	Tue Oct 01 09:41 am	306 931-8005 SASKATOON SK	64:00	\$0.00
<b>Total</b>			<b>103:00</b>	<b>\$0.00</b>
Total calls for 403 328-6721 .....				\$0.00

**Internet**

**Charges for high speed internet**

**Regular charges (Oct 17 to Nov 16)**

TELUS Internet 15 (included data:200GB)	\$75.00
Loyalty Savings	-\$5.00
Advanced Wi-Fi Modem Rental	Free
Total high speed internet regular charges .....	\$70.00

**Usage charges**

	USAGE (GB)	COST (\$)
Usage in TELUS Internet 15	19.45	included
Total usage	19.45	
Total high speed internet usage charges .....		\$0.00
Total internet charges .....		<b>\$70.00</b>

**Internet plan rate update**

Beginning with your first bill after November 26, 2019, the monthly rate for your Internet plan will increase by \$5. To learn more about our Internet plans, please visit [telus.com/internet](http://telus.com/internet).

**Can we help?**

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

**Late payment fee increase update**

Bills are due upon receipt. Late payment charges of 3% compounded monthly (42.58% per annum) will be applied if payment is not received by the date shown on the account statement, 2% compounded monthly (26.82% per annum) will be applied to non-forborne services and customers in Quebec. Service terms will be updated to reflect this change November 1 and can be viewed at [telus.com/serviceterms](http://telus.com/serviceterms).

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



October 16, 2019

Account number: 31631770

Mobile services (continued)

**LORRAINE MAJOR**  
**Charges for 403 634-8215**

**Monthly and other charges (Oct 17 to Nov 16)**

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

**Add-ons (Oct 17 to Nov 16)**

Access to Shared Data	Free
<b>Total add-ons</b>	<b>\$0.00</b>

**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	\$6.00
Additional 12:00 (MIN)	
Total used 12:00 (MIN)	
Data Usage	\$0.00
Total used 2.139 (MB)	
Text Msg - Sent	\$0.00
Total used 1 (Msg)	
Local Airtime - Phone (minutes)	\$0.00
Free 13:00 (MIN)	
Total used 13:00 (MIN)	
<b>Total usage charges</b>	<b>\$6.00</b>

**Total before taxes**.....\$56.44

GST	\$2.82
<b>Total for 403 634-8215, with taxes</b>	<b>\$59.26</b>

*Handwritten:*  
-6.00  
\$53.26

**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 (\$)	
<b>Call charges</b>									
1	Fri Sep 27 06:03 pm	587 332-0237 LETHBRIDGE AB	INCOMING	1:00	-	-	-	0.00	
2	Wed Oct 9 06:56 pm	403 340-8028 RED DEER AB	LETHBRIDGE AB	12:00	-	6.00	-	6.00	
<b>TOTAL</b>						<b>\$0.00</b>	<b>\$6.00</b>	<b>\$0.00</b>	<b>\$6.00</b>

## Expense Form

**Number of Uploaded Documents:  
Attached Documents**

▼ TRUSTEES TRAVEL AND EXPENSE WARRANT

Task ID: 0000142005 - Created: 27-Nov-2019 03:24.37 PM - By: Krystal Steynen - Processed: 27-Nov-2019 03:24.37 PM - By: Lorraine Major

**NAME:** Major, Lorraine (12143)

**DATES:** From: 01-Nov-2019 To: 27-Nov-2019

**FUNCTION or MEETING:** Office expenses

Check if Travel is in the USA:

**LOCATION:**

**EXPENSES:**

			Enter GST on Invoice	Section Total
<b>1. MEALS:</b>				
Breakfast	@ \$ 10.00	\$	0.00	
Lunch	@ \$ 15.00	\$	0.00	
Dinner	@ \$ 20.00	\$	0.00	
Gratuity automatically calculated	@ .15 %	\$	0.00	\$ 0.00 (1)
<b>2. HOTELS:</b>				
Hotel: Enter total invoice amount - attach vouchers:		\$	\$	
Private Accommodation:	@ \$ 20.00	\$	0.00	\$ 0.00 (2)
<b>3. TRANSPORTATION COSTS:</b>				
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)
<b>4. REGISTRATION FEES:</b>				
Attach approved receipt or voucher		\$	\$	\$ 0.00 (4)
<b>5. TECHNOLOGY COSTS:</b>				
Office_Costs		\$	122.96	\$ 2.52 \$ 122.96 (5)

For Office Use Only:

GST (Auto Calculated Within):	0.00	<b>TOTAL EXPENSES CLAIMED:</b>	(1+2+3+4+5)	\$ 122.96
GST on Invoices:	2.52	Less: ADVANCE		\$
Total GST:	2.52	<b>NET TOTAL TO BE PAID:</b>		\$ 122.96

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

▼ APPROVAL SECTION

Task ID: 0000142005 - Created: 27-Nov-2019 03:24.37 PM - By: Krystal Steynen - Processed: 28-Nov-2019 06:25.50 PM - By: Christine Lee

Action Taken: No Objection

▼ ACCOUNTS PAYABLE CLERK SECTION


Task ID: 0000142005 - Created: 28-Nov-2019 06:25.50 PM - By: Christine Lee - Processed: 29-Nov-2019 07:35.31 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:	120.44	2.52	122.96
Expenses Claimed:	120.44	2.52	122.96
		Less: ADVANCE	0.00
U.S. Dollars:	Exchange Rate:	Exchange:	0.00
		NET TOTAL TO BE PAID:	122.96

Vendor Number: EM12143 - Major, Lorraine

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
170104100100032		122.96	1	2.52
			<b>Total Without Taxes:</b>	<b>120.44</b>
			<b>Tax Total:</b>	<b><u>2.52</u></b>
			<b>Total With Taxes:</b>	<b>122.96</b>

Authorizer Comment  
Approved

PAID

November 16, 2019

Account number: 31631770

Mobile services (continued)

**LORRAINE MAJOR**  
**Charges for 403 634-8215**

**Monthly and other charges (Nov 17 to Dec 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	
<b>Total monthly and other charges</b>		<b>\$50.44</b>

**Add-ons (Nov 17 to Dec 16)**

Access to Shared Data	Free	
<b>Total add-ons</b>		<b>\$0.00</b>

**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 2.096 (MB)		
Picture Messaging - Picture Receive	\$0.00	
Total used 2 (Pic)		
Local Airtime - Phone (minutes)	\$0.00	
Included 1:00 (MIN)		
Total used 1:00 (MIN)		
<b>Total usage charges</b>		<b>\$0.00</b>

**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 (\$)
<b>Call charges</b>								
1 Tue Nov 5 10:49 am	587 580-4001 MSG RTRVL AB	LETHBRIDGE AB	1:00	-	-	-	-	0.00
<b>TOTAL</b>					<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>



November 17, 2019  
 Your Account # 200677973 8



**Long distance and usage charges**

	# OF CALLS	MINS: SECS	COST (\$)
300 min US/CAN LD	1	87:00	\$0.00
Total home phone long distance and usage charges .....			\$0.00
Total home phone charges .....			\$46.53

**Call details for 403 328-6721**

TYPE OF CALL	DATE AND TIME OF CALL	NUMBER AND PLACE YOU CALLED	MINS:SECS	COST (\$)
<b>300 min US/CAN LD</b>				
1 Direct dial	Mon Nov 04 06:10 pm	306 843-2166 WILKIE SK	87:00	\$0.00
<b>Total</b>			<b>87:00</b>	<b>\$0.00</b>
Total calls for 403 328-6721 .....				\$0.00

**Internet**

**Charges for high speed internet**

**Regular charges** (Nov 17 to Dec 16)

TELUS Internet 15 (included data : 200 GB)	\$75.00
Loyalty Savings	-\$5.00
Advanced Wi-Fi Modem Rental	Free
Total high speed internet regular charges .....	\$70.00

**Usage charges**

	USAGE (GB)	COST (\$)
Usage in TELUS Internet 15	14.04	included
Total usage	14.04	
Total high speed internet usage charges .....		\$0.00

**Total internet charges** ..... **\$70.00**

**Internet plan rate update**

Beginning with your first bill after November 26, 2019, the monthly rate for your Internet plan will increase by \$5. To learn more about our Internet plans, please visit [telus.com/internet](http://telus.com/internet).

**Can we help?**

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Do you have a complaint regarding a telecom or residential TV service that we haven't been able to resolve? The independent Commission for Complaints for Telecom-television Services (CCTS) may be able to assist you free of charge: [www.ccts-cprst.ca](http://www.ccts-cprst.ca) or 1-888-221-1687.

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