

Trustee Professional Development & Travel Expenses
Trustee - Jan Foster
Period- September 1, 2019 - November 30, 2019

Event or Expenditure item	Board Business	Professional Learning	Dates	Hotel	Flight	Mileage	Other	Per Diem	Total
ATA Negotioation meeting	x		09-Oct-19					\$ 200.00	\$ 200.00
Toner Cartridge	x		09-Oct-19				\$ 257.03		\$ 257.03
Paper	x		09-Nov-19				\$ 73.48		\$ 73.48
Mayor's Lunch	x		19-Sep-19				\$ 60.00		\$ 60.00
Total				\$ -	\$ -	\$ -	\$ 390.51	\$ 200.00	\$ 590.51

Expense Form

**Number of Uploaded Documents:
Attached Documents**

▼ TRUSTEES TRAVEL AND EXPENSE WARRANT

Task ID: 0000138007 - Created: 10-Oct-2019 12:54.24 PM - By: Jan Foster - Processed: 10-Oct-2019 12:54.24 PM - By: Jan Foster

NAME: Foster, Jan (12142)
DATES: From: 09-Oct-2019 To: 09-Oct-2019
FUNCTION or MEETING: ATA Negotiation meeting Check if Travel is in the USA:
LOCATION: Lethbruidge, Alberta

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:		
Printer_Cartridges \$ 257.03	\$ 24.24	\$ 257.03 (5)

For Office Use Only:			
GST (Auto Calculated Within):	0.00	TOTAL EXPENSES CLAIMED:	(1+2+3+4+5) \$ 257.03
GST on Invoices:	24.24	Less: ADVANCE	\$
Total GST:	24.24	NET TOTAL TO BE PAID:	\$ 257.03

HONORARIA: Half Day(s) 01 Full Day(s)

APPROVAL SECTION

Task ID: 0000138007 - Created: 10-Oct-2019 12:54.24 PM - By: Jan Foster - Processed: 10-Oct-2019 03:53.45 PM - By: Christine Lee

Action Taken: No Objection

TRUSTEE EXPENSE WARRANT-PAYROLL SECTION

Task ID: 0000138007 - Created: 10-Oct-2019 03:53.45 PM - By: Christine Lee - Processed: 22-Oct-2019 02:05.09 PM - By: Carrie McLaren

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


Task ID: 0000138007 - Created: 10-Oct-2019 03:53.45 PM - By: Christine Lee - Processed: 11-Oct-2019 07:47.35 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:	232.79	24.24	257.03
Expenses Claimed:	232.79	24.24	257.03
		Less: ADVANCE	0.00
U.S. Dollars:	Exchange Rate:	Exchange:	0.00
		NET TOTAL TO BE PAID:	257.03

Vendor Number: EM12142 - Foster, Jan

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
170104100100032		257.03	1	12.24
			Total Without Taxes:	244.79
			Tax Total:	12.24
			Total With Taxes:	257.03

Authorizer Comment
Office expense Approved

PAID



924007-5100 M!

218-1888

Order Confirmation

Hi Janice,

Thank you for shopping at staples.ca! Your order confirmation number will be emailed to jfoster9@shaw.ca


Est. delivery date September 5, 2019

SHIPPING ADDRESS	BILLING ADDRESS	METHOD OF PAYMENT	ORDER TOTAL
Janice Foster 2300 13 Street North 296 Lethbridge Alberta T1H4E8 Canada 403-524-3271	Janice Foster 2300 13 Street North 296 Lethbridge Alberta T1H4E8 Canada 403-524-3271	MasterCard 7141 Expiry: 10-19	\$257.03

AIR MILES

81708955923

Order Details

PRODUCT	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
	HP Color LaserJet Pro M254dw Wireless Laser Printer (T6B60A#BGJ) Item: 2763751	1	\$244.79 in eco fees \$4.80	\$244.79
SUBTOTAL (1 items)				\$244.79
Includes \$4.80 in eco fees				

Applicable taxes and eco fees will be re-calculated at checkout before finalizing

SHIPPING	\$0.00
GST 5%	\$12.24

257.03

Expense Form

**Number of Uploaded Documents:
Attached Documents**

▼ TRUSTEES TRAVEL AND EXPENSE WARRANT

Task ID: 0000140381 - Created: 09-Nov-2019 01:58.42 PM - By: Jan Foster - Processed: 09-Nov-2019 02:33.45 PM - By: Jan Foster

NAME: Foster, Jan (12142)
DATES: From: 09-Nov-2019 To: 09-Nov-2019
FUNCTION or MEETING: Technology costs Check if Travel is in the USA:
LOCATION:

EXPENSES:

			Enter GST on Invoice	Section Total
1. MEALS:				
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:				
Paper		\$	73.48 \$	3.50 \$ 73.48 (5)

For Office Use Only:

GST (Auto Calculated Within):	0.00	TOTAL EXPENSES CLAIMED:	(1+2+3+4+5)	\$	73.48
GST on Invoices:	3.50	Less: ADVANCE		\$	
Total GST:	3.50	NET TOTAL TO BE PAID:		\$	73.48

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

▼ APPROVAL SECTION

Task ID: 0000140381 - Created: 09-Nov-2019 02:33.45 PM - By: Jan Foster - Processed: 09-Nov-2019 02:40.05 PM - By: Christine Lee

Action Taken: No Objection

▼ ACCOUNTS PAYABLE CLERK SECTION


Task ID: 0000140381 - Created: 09-Nov-2019 02:40.06 PM - By: Christine Lee - Processed: 12-Nov-2019 07:54.11 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:	69.98	3.50	73.48
Expenses Claimed:	69.98	3.50	73.48
		Less: ADVANCE	0.00
U.S. Dollars:	Exchange Rate:	Exchange:	0.00
NET TOTAL TO BE PAID:			73.48

Vendor Number: EM12142 - Foster, Jan

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
170104100100032		73.48	1	3.50
Total Without Taxes:				69.98
Tax Total:				<u>3.50</u>
Total With Taxes:				73.48

Authorizer Comment
Approved

PAID

STAPLES Canada
 Store # 118
 Lethbridge, AB T1J4J9
 (403) 317-4530
 Sale 01091 2 005 88654
 0118 09/18/19 12:23
 1942566
 1 HP FSC PREMIUM LASER
 7:4025971119 29.99
 Subtotal 29.99
 GST 5.00% 1.50
 Total \$31.49
 Debit 31.49
 TRANSACTION RECORD
 *****4209 Purchase \$31.49
 Interac H FLASH DEFAULT
 Authorization Number 004162
 0010018510 13874 86278622
 09/06/19 17:37:03
 00/001 APPROVED - THANK YOU
 INTERAC A0000002771010
 8089006000

Thank you for shopping at STAPLES!
 Survey Access Code
 01180906191387405
 Tell us how we did today!
 Staples listens and values your feedback.
 Take our survey and be entered into a draw
 to win a \$1,000 Staples shopping spree!
 Visit <https://stapleslistens.ca>

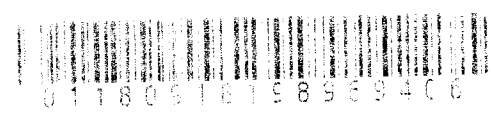
STAPLES Canada
 Store # 118
 Lethbridge, AB T1J4J9
 (403) 317-4530
 Sale 00092 3 005 13874
 0118 09/06/19 05:37
 1942566
 1 HP FSC PREMIUM LASER
 7:4025971119 29.99
 Subtotal 29.99
 GST 5.00% 1.50
 Total \$31.49
 Debit 31.49

TRANSACTION RECORD
 *****4209 Purchase \$31.49
 Interac H FLASH DEFAULT
 Authorization Number 004162
 0010018510 13874 86278622
 09/06/19 17:37:03
 00/001 APPROVED - THANK YOU
 INTERAC A0000002771010
 8089006000

Thank you for shopping at STAPLES!
 Survey Access Code
 01180906191387405
 Tell us how we did today!
 Staples listens and values your feedback.
 Take our survey and be entered into a draw
 to win a \$1,000 Staples shopping spree!
 Visit <https://stapleslistens.ca>

GST No. 126152566
 *** CARDHOLDER COPY ***

GST No. 126152566
 *** CARDHOLDER COPY ***



LeeAnne's VISA

Mayor's Luncheon
Allied Arts Council
Sept 19, 2019

1-7010-4100-1000-32 \$120.00

Jan Foster
Christine Light

1-5910-4200-4200-20 \$60.00

Cheryl Gilmore

2 free tickets:
Kathy Knelsen
Karen Rancier

Received from **663270**
 Date August 12, 2019
 Recu de LeeAnne Tedder
one hundred eight X 100 Dollars
three tickets for Mayor's Luncheon
VISA
 \$ 180.00.

Jan

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B

ALLIED ARTS COUNCIL OF LETHBRIDGE

318 7 STREET SOUTH

LETHBRIDGE, AB T1J 2G2
TEL 403-320-0555

TERM ID: 84295519 BATCH: 010
SHIFT: 001

Phone Order

INVT: 000000006 Manual
VISA SEC: 010001001006

*****4902

Total: CAD\$ 180.00

APPROVED 009833

12-Aug-19 001/00 10:46:45

CUSTOMER COPY
THANK YOU!

POSTED

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