

Trustee Professional Development & Travel Expenses
Trustee - Jan Foster
Period- June 1, 2020 - August 31, 2020

Event or Expenditure item	Board Business	Professional Learning	Dates	Hotel	Flight	Mileage	Other	Per Diem	Total
Toner Purchase	x		02-Jun-20				\$ 58.21		\$ 58.21
Total				\$ -	\$ -	\$ -	\$ 58.21	\$ -	\$ 58.21

Expense Form

Number of Uploaded Documents: Attached Documents

▼ TRUSTEES TRAVEL AND EXPENSE WARRANT

Task ID: 0000161081 - Created: 02-Jun-2020 09:51.10 AM - By: Jan Foster - Processed: 02-Jun-2020 10:06.32 AM - By: Jan Foster

NAME: Foster, Jan (12142)
DATES: From: 02-Jun-2020 To: 02-Jun-2020
FUNCTION or MEETING: Toner purchase Check if Travel is in the USA:
LOCATION: Lethbridge

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	\$ 58.21	\$ 2.77 (5)

For Office Use Only:			
GST (Auto Calculated Within):	0.00	TOTAL EXPENSES CLAIMED:	(1+2+3+4+5) \$ 58.21
GST on Invoices:	2.77	Less: ADVANCE	\$
Total GST:	2.77	NET TOTAL TO BE PAID:	\$ 58.21

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

APPROVAL SECTION

Task ID: 0000161081 - Created: 02-Jun-2020 10:06.32 AM - By: Jan Foster - Processed: 02-Jun-2020 11:03.40 AM - By: Christine Lee

Action Taken: No Objection

ACCOUNTS PAYABLE CLERK SECTION


Task ID: 0000161081 - Created: 02-Jun-2020 11:03.40 AM - By: Christine Lee - Processed: 02-Jun-2020 12:59.54 PM - 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:	55.44	2.77	58.21
Expenses Claimed:	55.44	2.77	58.21
		Less: ADVANCE	0.00
U.S. Dollars:	Exchange Rate:	Exchange:	0.00
NET TOTAL TO BE PAID:			58.21

Vendor Number: EM12142 - Foster, Jan

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
170104100100032		58.21	1	2.77
Total Without Taxes:				55.44
Tax Total:				<u>2.77</u>
Total With Taxes:				58.21

Authorizer Comment
Approved

PAID



Shopper+ Inc.
 2110 52nd Ave Lachine, Quebec, H8T 2Y3. Canada
 GST / TPS#: 805346863RT0001



Invoice #36500615

Invoice Date : 04/12/2020

Billed to		Ship to	
Janice Foster Unit 296- 2300 - 13th Street North Lethbridge, Alberta, T1H4E8, Canada		Janice Foster Unit 296- 2300 - 13th Street North Lethbridge, Alberta, T1H4E8 , Canada	
Order Date	Ship Via	Paid by	Contact
04/12/2020	Standard-Shipping	Credit Card (Charged by Shopper+ Inc.)	jfoster9@telus.net

Items

Product Name	Model	Qty	Unit Price	Discount	EHF	Deposit	Amount
Compatible HP 202A CF500A Black Toner Cartridge - Moustache®	HP 202A CF500A	1	\$47.49		0.0	0.0	\$47.49 F

Merchandise Subtotal	\$47.49
Shipping cost	\$7.95
GST 5%	\$2.77
Total(CAD\$)	\$58.21

All returns must be first approved by our customer service. Prepaid return shipping labels are offered to all approved returns and restocking fees may apply

Compatible inks, toners and drums have 1 year warranty and 90 days to be returned unopened. All Moustache brand inks and toners come with a 2 year warranty in case of defect.

Original (OEM) inks, toners and drums cannot be returned once opened, these may be returned only if proven to still be sealed. If defective, the warranty will be with its respective manufacturer

Final sale items, clearance or open boxed items are not returnable once sold. Household electronics are non-refundable, but carry a 1 year repair warranty by the manufacturer.

All other products have a warranty of 30 days. For more details, please visit our detailed guarantee at <https://www.shopperplus.ca/en/policies/guarantee>

Call Us Toll Free 1 866 979 7463 (Monday to Friday 24Hours)

