

Trustee Professional Development & Travel Expenses  
Trustee - Jan Foster  
Period- December 1, 2019 - February 29, 2020

Event or Expenditure item	Board Business	Professional Learning	Dates	Hotel	Flight	Mileage	Other	Per Diem	Total
Scholarship Breakfast - Balloons	X		27-Jan-20				\$ 49.30		\$ 49.30
<b>Total</b>				\$ -	\$ -	\$ -	\$ 49.30	\$ -	\$ 49.30

## Expense Form

**Number of Uploaded Documents:  
Attached Documents**

▼ TRUSTEES TRAVEL AND EXPENSE WARRANT

Task ID: 0000147260 - Created: 03-Feb-2020 02:50.09 PM - By: Jan Foster - Processed: 03-Feb-2020 02:50.09 PM - By: Jan Foster

**NAME:** Foster, Jan (12142)  
**DATES:** From: 27-Jan-2020 To: 27-Jan-2020  
**FUNCTION or MEETING:** Scholarship Breakfast purchases 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)
<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	\$ 49.30 \$	2.35 \$ 49.30 (4)
<b>5. TECHNOLOGY COSTS:</b>		
	\$ \$	\$ 0.00 (5)

For Office Use Only:

GST (Auto Calculated Within):	0.00	<b>TOTAL EXPENSES CLAIMED:</b>	(1+2+3+4+5)	\$ 49.30
GST on Invoices:	2.35	Less: ADVANCE		\$
Total GST:	2.35	<b>NET TOTAL TO BE PAID:</b>		\$ 49.30

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

APPROVAL SECTION

Task ID: 0000147260 - Created: 03-Feb-2020 02:50.10 PM - By: Jan Foster - Processed: 03-Feb-2020 03:07.31 PM - By: Christine Lee

Action Taken: No Objection

ACCOUNTS PAYABLE CLERK SECTION


Task ID: 0000147260 - Created: 03-Feb-2020 03:07.31 PM - By: Christine Lee - Processed: 03-Feb-2020 03:20.13 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:	46.95	2.35	49.30
Technology Costs:	0.00	0.00	0.00
Expenses Claimed:	46.95	2.35	49.30
		Less: ADVANCE	0.00
U.S. Dollars:	Exchange Rate:	Exchange:	0.00
NET TOTAL TO BE PAID:			49.30

Vendor Number: EM12142 - Foster, Jan

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
170104100100032		49.30	1	2.35
			<b>Total Without Taxes:</b>	<b>46.95</b>
			<b>Tax Total:</b>	<b><u>2.35</u></b>
			<b>Total With Taxes:</b>	<b>49.30</b>

Authorizer Comment  
Approved

PAID

Party City e-Receipt

From : Party City Orders <orders@e.ca.partycity.com>

Mon, Jan 27, 2020 03:53 PM

Subject : Party City e-Receipt

To : jfoster9@telus.net

Reply To : Party City <reply-ff3116777165-139\_HTML-85375613-100029983-25882@e.ca.partycity.com>

External images are not displayed. Display images below

webview



Store Locator

SCHOLARSHIP  
BREAKFAST

PARTY SUPPLIES      BIRTHDAY      HOLIDAY      COSTUMES  
DECORATIONS

Thank you for shopping at Party City in LETHBRIDGE

21 SOUTHGATE BLVD SOUTH  
LETHBRIDGE, AB T1K 5S7  
(403) 329-1142

**\*\* BALLOON ORDER \*\***

Customer Name: FOSTER  
PICKUP DATE: 02-13-2020 12:00 PM

ORDER NOTES:  
4 foil + w8 + 2 bbag one large & one  
small per w8, use w8 included as one

048419650874 SM RED FL BL	\$1.99 T
SM RED FL BLLN WEIGHT	
026635404976 V45 SD BLLN	\$4.99 T
V45 SD BLLN SATN HVD POMEGRNTE	
026635320788 V24 36IN BLL	\$12.99 T
V24 36IN BLLN RED/SLVR VDAY P	
026635298919 V26 SD FL BL	\$4.99 T
V26 SD FL BLLN PNK/RED VDAY R	
026635404563 V62 BLN POM	\$19.99 T
V62 BLN POM POM AWK HVD LN/GLD	
192937147900 PC BALLOON B	\$2.00 T
PC BALLOON BAG	
2 @ \$1.00	

SUBTOTAL	\$46.95
GST	\$2.35
TAX	\$0.00
TOTAL	\$49.30
FRAN CHARGE	\$49.30
ITEMS = 7	