

Trustee Professional Development & Travel Expenses

Trustee - Christine Light

Period- March 1, 2021 - May 31, 2021

Event or Expenditure item	Board Business	Professional Learning	Dates	Hotel	Flight	Mileage	Other	Per Diem	Total
Board Retreat	X		05-Mar-21				\$ 341.18		\$ 341.18
Total				\$ -	\$ -	\$ -	\$ 341.18	\$ -	\$ 341.18

Expense Form

Number of Uploaded Documents:
Attached Documents

▼ TRUSTEES TRAVEL AND EXPENSE WARRANT

Task ID: 0000178392 - Created: 16-Mar-2021 10:36.19 AM - By: Christine Light - Processed: 16-Mar-2021 10:36.19 AM - By: Christine Light

NAME: Light, Christine (14233)
DATES: From: 04-Mar-2021 To: 05-Mar-2021
FUNCTION or MEETING: Board Retreat Check if Travel is in the USA:
LOCATION: Lethbridge Country Club

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:			
		\$ 341.18 \$	15.52 \$ 341.18 (5)

For Office Use Only:			
GST (Auto Calculated Within):	0.00	TOTAL EXPENSES CLAIMED:	(1+2+3+4+5) \$ 341.18
GST on Invoices:	15.52	Less: ADVANCE	\$
Total GST:	15.52	NET TOTAL TO BE PAID:	\$ 341.18

HONORARIA: Half Day(s) Full Day(s)
PER DIEM ALLOWANCE: 01 Half Day(s) 01 Full Day(s)

▼ APPROVAL SECTION

Task ID: 0000178392 - Created: 16-Mar-2021 10:36.19 AM - By: Christine Light - Processed: 16-Mar-2021 11:05.29 AM - By: Christine Lee

Action Taken: No Objection

TRUSTEE EXPENSE WARRANT-PAYROLL SECTION

Task ID: 0000178392 - Created: 16-Mar-2021 11:05.29 AM - By: Christine Lee - Processed: 16-Mar-2021 11:07.14 AM - 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: 0000178392 - Created: 16-Mar-2021 11:05.30 AM - By: Christine Lee - Processed: 16-Mar-2021 11:49.22 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:	325.66	15.52	341.18
Expenses Claimed:	325.66	15.52	341.18
		Less: ADVANCE	0.00
U.S. Dollars:	Exchange Rate:	Exchange:	0.00
		NET TOTAL TO BE PAID:	341.18

Vendor Number: EM14233 - Light, Christine

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
170104100100032		341.18	1	15.52
		Total Without Taxes:		325.66
			Tax Total:	15.52
			Total With Taxes:	341.18

Authorizer Comment
Approved

PAID

DOLLARAMA

1131 Mayor Magrath Dr. South
Lethbridge AB T1K 2P9
(403) 320-2297
GST 863624433

TISSUE PAPER	667888121779	1.25 F
TISSUE PAPER	667888022403	1.25 F
GIFT BAGS	667888076345	1.25 F
GIFT BAGS	667888076345	1.25 F
GIFT BAGS	667888076345	1.25 F
GIFT BAGS	667888076345	1.25 F
SUBTOTAL		\$7.50
GST 5%		\$0.38
TOTAL		\$7.88
MASTERCARD		

TYPE: PURCHASE

ACCT: MASTERCARD

AMOUNT: \$ 7.88

CARD NUMBER: *****2230
DATE/TIME: 21/03/03 20:22:25
REFERENCE #: 66230449 0010014010 H
AUTHOR. #: 06772E

Mastercard
A0000000041010

WINE AND BEYOND

SPIRITS BEER & MORE.

WB Lethbridge
1010207
3160 Fairway St. S
Lethbridge, AB T1K 6T9
CAN
(403) 320-0926

Sales

Transaction #: 1010207-101020703-64302
Date: 2021-03-03 Time: 11:32 AM
Cashier: 545217 Register: 101020703

ITEM ID	ITEM NAME	QTY	PRICE	TOTAL
BELVEDERE VODKA 750ML				
1000570		1	\$45.99	\$45.99
GIUSTI AMARONE 750ML				
1013249		1	\$59.99	\$59.99
RIDGE THREE VALLEYS ZINFANDEL 750ML				
1010200		1	\$46.99	\$46.99
689 KILLER DROP RED 750ML				
1010313		1	\$49.99	\$49.99

Subtotal	\$202.96
Bottle Deposits	\$0.40
GST	\$10.15
EXEMPT	\$0.00
Total	\$213.51

Cards \$213.51

Total Products Sold: 4

Thank you for shopping with us

Refund available within 30 days of purchase with receipt
DRINK RESPONSIBLY. DRIVE RESPONSIBLY. LIVE RESPONSIBLY



REAL CANADIAN
Superstore

RCSS 1541 - 3515 Mayor Magrath Drive South
(403) 331-2519

Big on Fresh, Low on Price
Welcome #

21-GROCERY

05660020563 REES CANDY EGGIE GMRJ
\$3.98 lmt 6, \$4.48 ea
4 @ \$3.98 ea 15.92
(4)05660081602 TWIZZLERS GMRJ
4 @ \$2.98 11.92
(4)05880750089 OR PPCRN XTR BTR MRJ
4 @ \$3.78 15.12
06120006833 MINI EGGS POUCH GMRJ 17.98

41-HOME

(2)9 PLASTIC BAGS GMRJ
2 @ \$0.05 0.10

SUBTOTAL 61.04

G=GST 5% 45.92 @ 5.000% 2.30

TOTAL 63.34

-----TRANSACTION RECORD-----

GLOBAL PAYMENTS MERCHANT # 4087028

Superstore
3515 Mayor MaGrath Drive S.

Lethbridge AB
STORE 01541 REG 23

SLIP # 482100
RETAIN THIS COPY FOR YOUR RECORDS

** Purchase ** Chip
CARD # *****2230 EXP **/**

Mastercard
REF # AUTH # ISO/ACI RESP
770001001019 02528E 00 001

AID: A0000000041010
TSI E800 TVR 0000001000

DATE TIME AMOUNT
03/03/2021 11:17:51 \$ 63.34 CAD

COSTCO
WHOLESALE

Lethbridge #160
3200 Mayor Magrath Drive S.
Lethbridge, AB T1K 6Y6

9S Member 111781203298
418737 SNAPPERS PRE 11.99 G
418737 SNAPPERS PRE 11.99 G
1362394 CHOC PISTACH 14.89 G
1362394 CHOC PISTACH 14.89 G
SUBTOTAL 53.76
TAX 2.69
**** TOTAL **56.45**

XXXXXXXXXXXX2230
ACCT: MASTERCARD
REFERENCE #: 66302687-0010010020 H
AUTH #: 01664E 2021/03/03 10:40:55
Invoice Number: 206002
Purchase - Mastercard
A0000000041010
0000008000

01 APPROVED - THANK YOU 027
AMOUNT: \$56.45