

Trustee Professional Development & Travel Expenses

Trustee - Jan Foster

Period- December 1, 2020 - February 28, 2021

Event or Expenditure item	Board Business	Professional Learning	Dates	Hotel	Flight	Mileage	Other	Per Diem	Total
Office Expenses - Paper	X		09-Feb-21				\$ 28.34		\$ 28.34
Office Expenses - Toner Cartidge	X		23-Feb-21				\$ 184.79		\$ 184.79
CMHA Working Stronger Conference		X	22-Jan-21				\$ 210.00		\$ 210.00
Total				\$ -	\$ -	\$ -	\$ 423.13	\$ -	\$ 423.13

Expense Form

Number of Uploaded Documents: Attached Documents

▼ TRUSTEES TRAVEL AND EXPENSE WARRANT

Task ID: 0000176871 - Created: 23-Feb-2021 11:46.19 AM - By: Jan Foster - Processed: 23-Feb-2021 11:46.19 AM - By: Jan Foster

NAME: Foster, Jan (12142)
DATES: From: 23-Feb-2021 To: 23-Feb-2021
FUNCTION or MEETING: Board meeting Check if Travel is in the USA:
LOCATION: Lethb;ridge

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:			
Paper		\$ 28.34	\$ 28.34 (5)

For Office Use Only:			
GST (Auto Calculated Within):	0.00	TOTAL EXPENSES CLAIMED:	(1+2+3+4+5) \$ 28.34
GST on Invoices:	0.00	Less: ADVANCE	\$
Total GST:	0.00	NET TOTAL TO BE PAID:	\$ 28.34

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

▼ APPROVAL SECTION

Task ID: 0000176871 - Created: 23-Feb-2021 11:46.20 AM - By: Jan Foster - Processed: 23-Feb-2021 11:58.01 AM - By: Christine Lee

Action Taken: No Objection

ACCOUNTS PAYABLE CLERK SECTION


Task ID: 0000176871 - Created: 23-Feb-2021 11:58.01 AM - By: Christine Lee - Processed: 23-Feb-2021 12:01.17 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:	28.34	0.00	28.34
Expenses Claimed:	28.34	0.00	28.34
		Less: ADVANCE	0.00
U.S. Dollars:	Exchange Rate:	Exchange:	0.00
		NET TOTAL TO BE PAID:	28.34

Vendor Number: EM12142 - Foster, Jan

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
170104100100032		28.34	1	1.35
			Total Without Taxes:	26.99
			Tax Total:	<u>1.35</u>
			Total With Taxes:	28.34

Authorizer Comment
Approved

PAID



Final Details for Order #701-8584321-1705829

Print this page for your records.

Order Placed: February 8, 2021

Amazon.ca order number: 701-8584321-1705829

Order Total: CDN\$ 28.34

Shipped on February 9, 2021

Items Ordered

1 of: *HP Printer Paper 8.5x11 Office 20 lb 3 Ream Case 1500 Sheets 92
Bright Made in USA FSC Certified Copy Paper HP Compatible 112090C*

Sold by: Amazon.com.ca, Inc.

Manufacturer: HP Everyday Papers, MEMPHIS, TN, 38197 US

Condition: New

Price

CDN\$
26.99

Shipping Address:

Janice Foster

2300 13 Street North Unit 296

Lethbridge, Alberta T1H 4E8

Canada

Shipping Speed:

Express Shipping

Payment information

Payment Method:

MasterCard | Last digits: 7141

Item(s) Subtotal: CDN\$ 26.99

Shipping & Handling: CDN\$ 0.00

Billing Address:

Janice Foster

2300 13 Street North Unit 296

Lethbridge, Alberta T1H 4E8

Canada

Total before tax: CDN\$ 26.99

Estimated GST/HST: CDN\$ 1.35

Estimated PST/RST/QST: CDN\$ 0.00

Grand Total: CDN\$ 28.34**Credit Card transactions**

MasterCard ending in 7141: February 9, 2021: CDN\$ 28.34

To view the status of your order, return to [Order Summary](#).**Please note:** This is not a VAT invoice.

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Expense Form

Number of Uploaded Documents: Attached Documents

▼ TRUSTEES TRAVEL AND EXPENSE WARRANT

Task ID: 0000176872 - Created: 23-Feb-2021 11:56.37 AM - By: Jan Foster - Processed: 23-Feb-2021 12:21.10 PM - By: Jan Foster

NAME: Foster, Jan (12142)
DATES: From: 23-Feb-2021 To: 23-Feb-2021
FUNCTION or MEETING: Board meeting 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		\$ 184.79	\$ 184.79 (5)

For Office Use Only:			
GST (Auto Calculated Within):	0.00	TOTAL EXPENSES CLAIMED: (1+2+3+4+5)	\$ 184.79
GST on Invoices:	0.00	Less: ADVANCE	\$
Total GST:	0.00	NET TOTAL TO BE PAID:	\$ 184.79

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

▼ APPROVAL SECTION

Task ID: 0000176872 - Created: 23-Feb-2021 12:21.10 PM - By: Jan Foster - Processed: 23-Feb-2021 12:30.21 PM - By: Christine Lee

Action Taken: No Objection

ACCOUNTS PAYABLE CLERK SECTION


Task ID: 0000176872 - Created: 23-Feb-2021 12:30.21 PM - By: Christine Lee - Processed: 23-Feb-2021 01:51.23 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:	184.79	0.00	184.79
Expenses Claimed:	184.79	0.00	184.79
		Less: ADVANCE	0.00
U.S. Dollars:	Exchange Rate:	Exchange:	0.00
		NET TOTAL TO BE PAID:	184.79

Vendor Number: EM12142 - Foster, Jan

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
170104100100032		184.79	1	8.80
			Total Without Taxes:	175.99
			Tax Total:	<u>8.80</u>
			Total With Taxes:	184.79

Authorizer Comment
Approved

PAID



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



Invoice #37524294

Invoice Date : 02/23/2021

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
02/23/2021	Standard-Shipping	Credit Card (Charged by Shopper+ Inc.)	jfooster9@telus.net

Items

Product Name	Model	Qty	Unit Price	Discount	EHF	Deposit	Amount
Compatible HP 202A CF500A CF501A CF502A CF503A Toner Cartridge Combo BK/C/M/Y - Moustache®	HP 202A Combo	1	\$175.99		0.0	0.0	\$175.99 F

Merchandise Subtotal	\$175.99
Shipping cost	\$0.00
GST 5%	\$8.80
Total(CADS)	\$184.79

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)



LeeAnne's VISA

1-7010-4100-1000-32

LeeAnne Tedder

Jan Foster

From: Jan Foster
Sent: Friday, January 22, 2021 3:13 PM
To: LeeAnne Tedder
Subject: Fw: Registration Confirmed - CMHA Working Stronger 2020 Virtual Conference

One Transaction
3/4/20.00

Jan & Donna

From: Sherry Sim <sherry@innovative4you.com>
Sent: January 22, 2021 1:55 PM
To: Jan Foster <Jan.Foster@lethsd.ab.ca>
Subject: Registration Confirmed - CMHA Working Stronger 2020 Virtual Conference

Dear Jan,

Your registration has been confirmed. Please save this email for future reference.

Event: CMHA Working Stronger 2020 Virtual Conference

Attending: Jan Foster

Number in Party: 2

Time: 8:00 a.m.

Date: March 9, 2021

Confirmation Number: N7NQ53J8SPP

Current Registration:

Registration Information:	
Registration Items	
Jan Foster	Working Stronger 2 Day Conference
Additional Information	
Jan Foster	What sector / industry do you work in?
	Education
	I give permission to share my contact information with sponsors/exhibitors and for CMHA Alberta related event notifications
	No

RS

ENTERED

Handwritten signature

[Click here](#)

We look forward to seeing you there.



Sincerely,

Sherry Sim

sherry@innovative4you.com

If you no longer want to receive emails from Sherry Sim, please [Opt-Out](#).

Your payment for the CMHA Working Stronger 2020 Virtual Conference event has been successfully processed. Please save this email for your records.

Transaction Information

Item	Transaction Information	Quantity	Amount
Working Stronger 2 Day Conference	CAD 200.00	1	CAD 200.00
GST	5.00%		CAD 10.00
Transaction Total			CAD210.00

Registration Confirmation Number: N7NQ53J8SPP

[View your registration](#)

If you have any questions about this transaction or email, please contact Sherry Sim directly at sherry@innovative4you.com.

A handwritten signature in blue ink, appearing to be "MS".