Trustee Professional Development & Travel Expenses

Trustee - Jan Foster

Period- June 1, 2021 - August 31, 2021

Event or Expenditure item	Board Business	Professional Learning	Dates	Hotel	Flight	Mileage	Other	Per Diem	Total
Office Expenses - Internet (May-21 - Jun-21)	X		19-Jun-21				$ 169.51		**$ 169.51**
Office Expenses - Internet (July-21 - Aug-21)	X		19-Jul-21				$ 175.00		**$ 175.00**
Total				**$ -**	**$ -**	**$ -**	**$ 344.51**	**$ -**	**$ 344.51**

Expense Form

Number of Uploaded Documents:
Attached Documents

TRUSTEES TRAVEL AND EXPENSE WARRANT

Task ID: 0000185442 - Created: 21-Jun-2021 08:01.14 AM - By: Jan Foster - Processed: 21-Jun-2021 08:01.14 AM - By: Jan Foster

NAME: **Foster, Jan (12142)**

DATES: From: **21-Jun-2021** To: **21-Jun-2021**

FUNCTION or MEETING: **Internet charges** Check if Travel is in the USA: ☐

LOCATION: **Lethbridge**

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:									
	Office_Costs			$	**169.51**	$	$	**169.51**	(5)

For Office Use Only:

GST (Auto Calculated Within):	**0.00**	**TOTAL EXPENSES CLAIMED:**	(1+2+3+4+5)	$	**169.51**
GST on Invoices:	**0.00**	Less: ADVANCE		$	
Total GST:	**0.00**	**NET TOTAL TO BE PAID:**		$	**169.51**

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

APPROVAL SECTION

Task ID: 0000185442 - Created: 21-Jun-2021 08:01.14 AM - By: Jan Foster - Processed: 21-Jun-2021 08:05.15 AM - By: Christine Lee

Action Taken: No Objection

ACCOUNTS PAYABLE CLERK SECTION

Task ID: 0000185442 - Created: 21-Jun-2021 08:05.15 AM - By: Christine Lee - Processed: 21-Jun-2021 09:25.36 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:		**169.51**	**0.00**	**169.51**
Expenses Claimed:		**169.51**	**0.00**	**169.51**
			Less: ADVANCE	**0.00**
U.S. Dollars:		Exchange Rate:	Exchange:	**0.00**
			NET TOTAL TO BE PAID:	**169.51**

Vendor Number: **EM12142 - Foster, Jan**

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
170104100100032	✔	169.51		0.00
			Total Without Taxes:	**169.51**
			Tax Total:	**0.00**
			Total With Taxes:	**169.51**

Authorizer Comment

Approved

PAID

Your TELUS bill

May 19, 2021

TELUS

JANICE FOSTER
Account number: **603893042 1**

Manage your account online with My TELUS

Quickly and easily view your usage, view full bill details, make account changes and more by visiting telus.com/mytelus

TELUS Rewards

You've earned 97.43 points as of May 20, 2021. To view your current balance and redeem, visit telus.com/rewards

Account summary

Balance forward from your last bill $0.00

New charges

Home Phone	$29.87
Internet	$80.00
TELUS TV	$79.00
GST / HST	$9.44

Total new charges $198.31

Total due $198.31

GST/HST# 100652692 QST# 1002928058

For payment options, see page 2.

TELUS Communications

TELUS

Your account number	Bill date	Total if received by June 09, 2021
603893042 1	May 19, 2021	$198.31 **Payable on receipt**

Amount you're paying

$

Printing this pdf version of the bill will not provide the quality required for processing at a financial institution. Please try paying online or by telephone using your credit card.

L'impression de la facture en format PDF ne sera pas d'une qualité permettant le traitement à une institution financière. Si possible, payez la facture en ligne ou par téléphone à l'aide d'une carte de crédit.

J FOSTER
296-2300 13 ST N
LETHBRIDGE AB T1H 4E8

1603893042010609000198310000000004

Your TELUS bill
June 19, 2021

TELUS

JANICE FOSTER
Account number: 603893042 1

Manage your account online with My TELUS

Quickly and easily view your usage, view full bill details, make account changes and more by visiting telus.com/mytelus

TELUS Rewards

You've earned 101.21 points as of June 19, 2021. To view your current balance and redeem, visit telus.com/rewards

Account summary

Balance forward from your last bill $0.00

New charges

Home Phone	$30.52
Internet	$89.51
TELUS TV	$79.00
GST / HST	$9.95

Total new charges $208.98

Total due $208.98

GST/HST# 100652692 QST# 1002928058

For payment options, see page 2.

TELUS Communications

TELUS

Your account number	Bill date	Total if received by July 10, 2021
603893042 1	June 19, 2021	$208.98 Payable on receipt

Printing this pdf version of the bill will not provide the quality required for processing at a financial institution. Please try paying online or by telephone using your credit card.

L'impression de la facture en format PDF ne sera pas d'une qualité permettant le traitement à une institution financière. Si possible, payez la facture en ligne ou par téléphone à l'aide d'une carte de crédit.

J FOSTER
296-2300 13 ST N
LETHBRIDGE AB T1H 4E8

Amount you're paying

$

16038930420107100002089800000002

Expense Form

Number of Uploaded Documents:
Attached Documents

TRUSTEES TRAVEL AND EXPENSE WARRANT

Task ID: 0000186959 - Created: 23-Aug-2021 12:06.59 PM - By: Jan Foster - Processed: 23-Aug-2021 12:17.58 PM - By: Jan Foster

NAME:		**Foster, Jan (12142)**		
DATES:	From:	**23-Aug-2021**	To:	**23-Aug-2021**
FUNCTION or MEETING:		**Internet cost**		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:								
Office_Costs			$	**175.00**	$	**175.00**	$ **175.00**	(5)

For Office Use Only:

GST (Auto Calculated Within):	**0.00**	**TOTAL EXPENSES CLAIMED:**	(1+2+3+4+5)	$ **175.00**
GST on Invoices:	**175.00**	Less: ADVANCE		$
Total GST:	**175.00**	**NET TOTAL TO BE PAID:**		$ **175.00**

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

APPROVAL SECTION

Task ID: 0000186959 - Created: 23-Aug-2021 12:17.58 PM - By: Jan Foster - Processed: 23-Aug-2021 12:48.40 PM - By: Christine Lee

Action Taken: No Objection

ACCOUNTS PAYABLE CLERK SECTION

Task ID: 0000186959 - Created: 23-Aug-2021 12:48.40 PM - By: Christine Lee - Processed: 24-Aug-2021 10:48.13 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:			**0.00**	**175.00**	**175.00**
Expenses Claimed:			**0.00**	**175.00**	**175.00**
				Less: ADVANCE	**0.00**
U.S. Dollars:			Exchange Rate:	Exchange:	**0.00**
				NET TOTAL TO BE PAID:	**175.00**

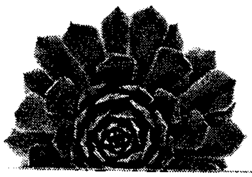
Vendor Number: **EM12142 - Foster, Jan**

GL Account Number	Taxes Included	Amount	Tax Code		Tax Amount
170104100100032	✔	175.00	1		8.33
				Total Without Taxes:	**166.67**
				Tax Total:	**8.33**
				Total With Taxes:	**175.00**

Authorizer Comment

Approved

PAID



Your TELUS bill

July 19, 2021

TELUS

JANICE FOSTER
Account number: **603893042 1**

Additional charges/credits at-a-glance

Pay-per-minute Long Distance Home Phone 403 524-3271	$0.07

Go to telus.com/mytelus for a detailed breakdown of your monthly charges

TELUS Rewards

You've earned 105.19 points as of July 19, 2021. To view your current balance and redeem, visit telus.com/rewards

Account summary

Balance forward from your last bill		$0.00
New charges		
Home Phone	$30.59	
Internet	$85.00	
TELUS TV	$79.00	
GST / HST	$9.73	
Total new charges		$204.32
Total due		**$204.32**

GST/HST# 100652692 QST# 1002928058

For payment options, see page 2.

TELUS Communications

TELUS

Your account number	Bill date	Total if received by August 09, 2021
603893042 1	July 19, 2021	$204.32 **Payable on receipt**

Printing this pdf version of the bill will not provide the quality required for processing at a financial institution. Please try paying online or by telephone using your credit card.

L'impression de la facture en format PDF ne sera pas d'une qualité permettant le traitement à une institution

J FOSTER
296-2300 13 ST N
LETHBRIDGE AB T1H 4E8

Amount you're paying

$

Your TELUS bill
August 19, 2021

TELUS

JANICE FOSTER
Account number: 603893042 1

Manage your account online with My TELUS

Quickly and easily view your usage, view full bill details, make account changes and more by visiting telus.com/mytelus

TELUS Rewards

You've earned 109.08 points as of August 19, 2021. To view your current balance and redeem, visit telus.com/rewards

Account summary

Balance forward from your last bill		$0.00
New charges		
Home Phone	$30.52	
Internet	$90.00	
TELUS TV	$79.00	
GST / HST	$9.98	
Total new charges		$209.50
Total due		**$209.50**

GST/HST# 100652692 QST# 1002928058

For payment options, see page 2.

TELUS Communications

TELUS

Your account number	Bill date	Total if received by September 09, 2021
603893042 1	August 19, 2021	$209.50 Payable on receipt

Printing this pdf version of the bill will not provide the quality required for processing at a financial institution. Please try paying online or by telephone using your credit card.

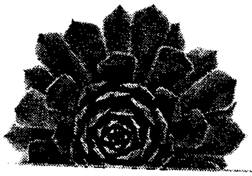
L'impression de la facture en format PDF ne sera pas d'une qualité permettant le traitement à une institution financière. Si possible, payez la facture en ligne ou par téléphone à l'aide d'une carte de crédit.

J FOSTER
296-2300 13 ST N
LETHBRIDGE AB T1H 4E8

Amount you're paying

$

16038930420109090002095000000001



Your TELUS bill

July 19, 2021

TELUS

JANICE FOSTER
Account number: 603893042 1

Additional charges/credits at-a-glance

Pay-per-minute Long Distance Home Phone 403 524-3271	$0.07

Go to telus.com/mytelus for a detailed breakdown of your monthly charges

TELUS Rewards

You've earned 105.19 points as of July 19, 2021. To view your current balance and redeem, visit telus.com/rewards

Account summary

Balance forward from your last bill		$0.00
New charges		
Home Phone	$30.59	
Internet	$85.00	
TELUS TV	$79.00	
GST / HST	$9.73	
Total new charges		$204.32
Total due		**$204.32**

GST/HST# 100652692 QST# 1002928058

TELUS

For payment options, see page 2.

TELUS Communications

Your account number	Bill date	Total if received by August 09, 2021
603893042 1	July 19, 2021	$204.32 **Payable on receipt**

Printing this pdf version of the bill will not provide the quality required for processing at a financial institution. Please try paying online or by telephone using your credit card.

L'impression de la facture en format PDF ne sera pas d'une qualité permettant le traitement à une institution financière. Si possible, payez la facture en ligne ou par téléphone à l'aide d'une carte de crédit.

J FOSTER
296-2300 13 ST N
LETHBRIDGE AB T1H 4E8

Amount you're paying

$

1603893042010809000204320000000005