

Trustee Professional Development & Travel Expenses

Trustee - Christine Light

Period- September 1, 2021 November 30, 2021

Event or Expenditure item	Board Business	Professional Learning	Dates	Hotel	Flight	Mileage	Other	Per Diem	Total
Board gift to LeeAnne Tedder	X		28-Sep-21				\$ 63.88		\$ 63.88
Board Christmas dinner	X		26-Nov-21				\$ 67.57		\$ 67.57
Board Chair Curriculum Engagement		x	11-Oct-21					\$ 500.00	\$ 500.00
ASBA fall AGM		x	16-Nov-21					\$ 200.00	\$ 200.00
ASBA Board Chair Vice-Chair Orientation		x	28-Nov-21					\$ 200.00	\$ 200.00
Totals				\$ -	\$ -	\$ -	\$ 131.45	\$ 900.00	\$ 1,031.45

NAME: Light, Christine (14233)

DATES: From: 28-Sep-2021 To:

FUNCTION or MEETING: Board gift to LeeAnne Tedder Check if Travel is in the USA: ☐

LOCATION:

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:					
		\$ 63.88	\$	3.04	\$ 63.88 (5)

For Office Use Only:

GST (Auto Calculated Within):	0.00	TOTAL EXPENSES CLAIMED:	(1+2+3+4+5)	\$ 63.88
GST on Invoices:	3.04	Less: ADVANCE		\$
Total GST:	3.04	NET TOTAL TO BE PAID:		\$ 63.88

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



Expense Reimbursement Authorization

Attached Documents

Review all sections of the form and then complete the last section at the bottom of the page.

▼ TRUSTEES TRAVEL AND EXPENSE WARRANT

Task ID: 0000194046 - Created: 25-Nov-2021 03:50.05 PM - By: Christine Light - Processed: 25-Nov-2021 03:50.05 PM - By: Christine Light

NAME: Light, Christine (14233)

DATES: From: 25-Nov-2021 To:

FUNCTION or MEETING: Board Christmas Dinner

Check if Travel is in the USA: ☐

LOCATION:

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)
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5. TECHNOLOGY COSTS:

\$	67.57	\$	\$	67.57 (5)
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For Office Use Only:

GST (Auto Calculated Within):	0.00	TOTAL EXPENSES CLAIMED:	(1+2+3+4+5)	\$	67.57
GST on Invoices:	0.00	Less: ADVANCE		\$	
Total GST:	0.00	NET TOTAL TO BE PAID:		\$	67.57

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

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

▼ APPROVAL SECTION

Task ID: 0000194046 - Created: 25-Nov-2021 03:50.05 PM - By: Christine Light - Processed: 25-Nov-2021 04:13.00 PM - By: Christine Lee

Action Taken: No Objection

ACCOUNTS PAYABLE CLERK SECTION

Task ID: 0000194046 - Created: 25-Nov-2021 04:13.01 PM - By: Christine Lee

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:	67.57	0.00	67.57	
Expenses Claimed:	67.57	0.00	67.57	
			Less: ADVANCE	0.00
U.S. Dollars:	Exchange Rate:	Exchange:	0.00	
			NET TOTAL TO BE PAID:	67.57

Vendor Number:

Light, Christine  

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
 170104100100032  Add GL	-TRUSTEETRAV-BRDGOV-GEN-BOARD 	67.57		0.00 

Total Without Taxes:

67.57

Tax Total:

0.00

Total With Taxes:

67.57

Authorizer Comment

Invoice Has Not Been Created

Cuppers Coffee & Tea
1502C 3rd Ave South
Lethbridge
AB T1J 0K8
Tel: (403) 380-4555
www.cuppers.ca
cupperscoffee@gmail.com

Date: 25/11/2021 1:36:29 PM

INVOICE No: 1-357369

Cashier: 1

Customer: Christine Light

Description	Qty	Price	Ext.Price
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Classic Confection Candy Cane Choc.			
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Pretzels 2-pack			
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4445	13 @	\$4.95	\$64.35G
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Sub Total:	\$64.35
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GST:	\$3.22
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Total:	\$67.57
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Tendered:	\$67.57
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Debit:	\$67.57
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Tax # 137132445RT

Want regular doses of fun/good news?
Sign up for our newsletter online at
www.cuppers.ca. Thank you for shopping
local!

Expense Reimbursement Authorization

Attached Documents

Review all sections of the form and then complete the last section at the bottom of the page.

▼ TRUSTEES TRAVEL AND EXPENSE WARRANT

Task ID: 0000191340 - Created: 21-Oct-2021 02:07.22 PM - By: Christine Light - Processed: 21-Oct-2021 02:07.22 PM - By: Christine Light

NAME: Light, Christine (14233)
DATES: From: 11-Oct-2021 To: 13-Oct-2021
FUNCTION or MEETING: Board Chair Curriculum Engagement
LOCATION: Edmonton

Check if Travel is in the USA:

☐
EXPENSES:

				Enter GST on Invoice	Section Total	
1. MEALS:						
Breakfast	@ \$	10.00	\$	0.00		
Lunch	@ \$	15.00	\$	0.00		
Dinner	@ \$	20.00	\$	0.00		
Gratuities 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:						
			\$	\$	\$	0.00 (5)

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

HONORARIA: Half Day(s) Full Day(s)
PER DIEM ALLOWANCE: 01 Half Day(s) 02 Full Day(s)

▼ APPROVAL SECTION

Task ID: 0000191340 - Created: 21-Oct-2021 02:07.23 PM - By: Christine Light - Processed: 21-Oct-2021 02:08.41 PM - By: Christine Lee

Action Taken: No Objection

TRUSTEE EXPENSE WARRANT-PAYROLL SECTION

Task ID: 0000191340 - Created: 21-Oct-2021 02:08.41 PM - By: Christine Lee

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.

Expense Reimbursement Authorization

Attached Documents

Review all sections of the form and then complete the last section at the bottom of the page.

▼ TRUSTEES TRAVEL AND EXPENSE WARRANT

Task ID: 0000193262 - Created: 16-Nov-2021 09:57.10 AM - By: Christine Light - Processed: 16-Nov-2021 09:57.10 AM - By: Christine Light

NAME: Light, Christine (14233)

DATES: From: 15-Nov-2021 To:

FUNCTION or MEETING: ASBA Fall AGM

Check if Travel is in the USA: ☐

LOCATION: Lethbridge - online

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:			\$	\$	\$	0.00 (5)

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

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

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

▼ APPROVAL SECTION

Task ID: 0000193262 - Created: 16-Nov-2021 09:57.11 AM - By: Christine Light - Processed: 16-Nov-2021 01:55.48 PM - By: Christine Lee

Action Taken: No Objection

TRUSTEE EXPENSE WARRANT-PAYROLL SECTION

Task ID: 0000193262 - Created: 16-Nov-2021 01:55.49 PM - By: Christine Lee

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.

Expense Reimbursement Authorization

Attached Documents

Review all sections of the form and then complete the last section at the bottom of the page.

▼ TRUSTEES TRAVEL AND EXPENSE WARRANT

Task ID: 0000194655 - Created: 03-Dec-2021 10:19.17 PM - By: Christine Light - Processed: 03-Dec-2021 10:19.17 PM - By: Christine Light

NAME: Light, Christine (14233)
DATES: From: 26-Nov-2021 To:
FUNCTION or MEETING: ASBA Board Chair Vice-Chair Orientation
LOCATION: Virtual Event

Check if Travel is in the USA: ☐

EXPENSES:

				Enter GST on Invoice	Section Total	
1. MEALS:						
Breakfast	@ \$	10.00	\$	0.00		
Lunch	@ \$	15.00	\$	0.00		
Dinner	@ \$	20.00	\$	0.00		
Gratuities 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:						
			\$	\$	\$	0.00 (5)

For Office Use Only:

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

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

▼ APPROVAL SECTION

Task ID: 0000194655 - Created: 03-Dec-2021 10:19.17 PM - By: Christine Light - Processed: 05-Dec-2021 06:49.09 AM - By: Christine Lee

Action Taken: No Objection

TRUSTEE EXPENSE WARRANT-PAYROLL SECTION

Task ID: 0000194655 - Created: 05-Dec-2021 06:49.09 AM - By: Christine Lee

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.