Trustee Professional Development & Travel Expenses
Trustee - Christine Light
Period- March 1, 2022 - May 31, 2022

Event or Expenditure item	Dates	Hotel	Flight	Mileage	Other	Per Diem	Total
ASBA Zone 6 meeting	18-May-22			$ 50.50		$ 200.00	**$ 250.50**
Total		**$ -**	**$ -**	**$ 50.50**	**$ -**	**$ 200.00**	**$ 250.50**

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: 0000207889 - Created: 19-May-2022 08:57.04 PM - By: Christine Light - Processed: 19-May-2022 08:57.04 PM - By: Christine Light

NAME: **Light, Christine (14233)**

DATES: From: **18-May-2022** To:

FUNCTION or MEETING: **ASBA Zone 6** Check if Travel is in the USA: ☐

LOCATION: **Taber**

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								
	100 KMS	@ $	**.505**	$	**50.50**		$	**50.50**	(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):	**2.40**	**TOTAL EXPENSES CLAIMED:**	(1+2+3+4+5)	$	**50.50**
GST on Invoices:	**0.00**	Less: ADVANCE		$	
Total GST:	**2.40**	**NET TOTAL TO BE PAID:**		$	**50.50**

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

APPROVAL SECTION

Task ID: 0000207889 - Created: 19-May-2022 08:57.04 PM - By: Christine Light - Processed: 20-May-2022 07:17.13 AM - By: Christine Lee

Action Taken: No Objection

ACCOUNTS PAYABLE CLERK SECTION

Task ID: 0000207889 - Created: 20-May-2022 07:17.13 AM - 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:	48.10	2.40	50.50
Registration Fees:	0.00	0.00	0.00
Technology Costs:	0.00	0.00	0.00
Expenses Claimed:	48.10	2.40	50.50
		Less: ADVANCE	0.00
U.S. Dollars:	Exchange Rate:	Exchange:	0.00
		NET TOTAL TO BE PAID:	50.50

Vendor Number: EM14233 **Light, Christine**

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
170104000100032 **-TRUSTEETRAV-BRDSYS-GEN-BOARD**	☑	50.50	GST	2.40

Add GL

Total Without Taxes: 48.10
Tax Total: 2.40
Total With Taxes: 50.50

Authorizer Comment

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Invoice Has Not Been Created