

Trustee Professional Development & Travel Expenses

Trustee - Tyler Demers

Period- March 1, 2022 - May 31, 2022

| Event or Expenditure item | Dates | Hotel | Flight | Mileage | Other | Per Diem | Total |
|------------------------------------|--------------|--------------|---------------|----------------|--------------|-----------------|--------------|
| Retirement Gift for LeeAnne Tedder | 10-May-22 | | | | \$ 152.84 | | \$ 152.84 |
| Computer Bag purchase | 10-May-22 | | | | \$ 30.44 | | \$ 30.44 |
| Total | | \$ - | \$ - | \$ - | \$ 183.28 | \$ - | \$ 183.28 |

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: 0000210001 - Created: 10-Jun-2022 09:59.08 AM - By: Tyler Demers - Processed: 10-Jun-2022 09:59.08 AM - By: Tyler Demers

NAME: Demers, Tyler (10783)
DATES: From: 10-May-2022 To: 22-May-2022
FUNCTION or MEETING: Computer Bag Purchase 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: | | | | |
| Office_Costs | | \$ 30.44 | \$ 1.45 | \$ 30.44 (5) |

| | | | | |
|-------------------------------|------|--------------------------------|----------------|-------|
| For Office Use Only: | | | | |
| GST (Auto Calculated Within): | 0.00 | TOTAL EXPENSES CLAIMED: | (1+2+3+4+5) \$ | 30.44 |
| GST on Invoices: | 1.45 | Less: ADVANCE | \$ | |
| Total GST: | 1.45 | NET TOTAL TO BE PAID: | \$ | 30.44 |

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

▼ APPROVAL SECTION

Task ID: 0000210001 - Created: 10-Jun-2022 09:59.08 AM - By: Tyler Demers - Processed: 10-Jun-2022 10:21.35 AM - By: Christine Lee

Action Taken: No Objection

ACCOUNTS PAYABLE CLERK SECTION

Task ID: 0000210001 - Created: 10-Jun-2022 10:21.35 AM - By: Christine Lee

Travel & Expense Calculator

| Section | Amount Claimed Less GST | GST | Total |
|------------------------------------|-------------------------------------|-----------------------------------|------------------------------------|
| Meals: | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> |
| Hotels: | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> |
| Transportation Costs: | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> |
| Registration Fees: | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> |
| Technology Costs: | <input type="text" value="28.99"/> | <input type="text" value="1.45"/> | <input type="text" value="30.44"/> |
| Expenses Claimed: | <input type="text" value="28.99"/> | <input type="text" value="1.45"/> | <input type="text" value="30.44"/> |
| | | Less: ADVANCE | <input type="text" value="0.00"/> |
| U.S. Dollars: <input type="text"/> | Exchange Rate: <input type="text"/> | Exchange: | <input type="text" value="0.00"/> |
| | | NET TOTAL TO BE PAID: | <input type="text" value="30.44"/> |

Vendor Number: Demers, Tyler  

| GL Account Number | Taxes Included | Amount | Tax Code | Tax Amount |
|--|-------------------------------------|------------------------------------|--------------------------|---|
| <input type="text" value="160304000100032"/>  -S&M-BRDSYS-GEN-BOARD  | <input checked="" type="checkbox"/> | <input type="text" value="30.44"/> | GST <input type="text"/> | <input type="text" value="1.45"/>  |

 Add GL

Total Without Taxes: 28.99
Tax Total: 1.45
Total With Taxes: 30.44

Authorizer Comment

Invoice Has Not Been Created



Final Details for Order #701-0181236-5344247

[Print this page for your records.](#)

Order Placed: May 10, 2022
Amazon.ca order number: 701-0181236-5344247
Order Total: CDN\$ 30.44

Shipped on May 10, 2022

Items Ordered

1 of: *LONMEN 14 Inch Laptop Shoulder Bag, Computer Sleeve Carrying Case for 15 inch MacBook Pro 2019 / MacBook Pro Retina / Microsoft Surface Book 2 / Dell XPS 15 / 14" Laptop / Chromebook / Ultrabook (Black)*
 Sold by: Lonmen ([seller profile](#))
 Manufacturer: LONMEN

Price
 CDN\$
 28.99

Condition: New

Shipping Address:

Tyler Demers
 C/O Cox Financial Group
 536 - 18 St S
 Lethbridge, Alberta T1J 3E7
 Canada

Shipping Speed:

One-Day Shipping

Payment information

Payment Method:

Visa | Last digits: 3691

Item(s) Subtotal: CDN\$ 28.99
 Shipping & Handling: CDN\$ 0.00

Billing Address:

Tyler Demers
 27 Rivermill Landing W
 Lethbridge, Alberta T1K 8B2
 Canada

Total before tax: CDN\$ 28.99
 Estimated GST/HST: CDN\$ 1.45
 Estimated PST/RST/QST: CDN\$ 0.00

Grand Total: CDN\$ 30.44

Credit Card transactions

Visa ending in 3691: May 10, 2022: CDN\$ 30.44

To view the status of your order, return to [Order Summary](#).

Please note: This is not a VAT invoice.

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: 0000210003 - Created: 10-Jun-2022 10:02.46 AM - By: Tyler Demers - Processed: 10-Jun-2022 10:02.46 AM - By: Tyler Demers

NAME: Demers, Tyler (10783)
DATES: From: 10-May-2022 To: 22-May-2022
FUNCTION or MEETING: LeeAnne Tedder Retirement Gift Reimbursement 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: | | | | |
| Office_Costs | | \$ 152.84 | \$ 7.28 | \$ 152.84 (5) |

| | | | | |
|-------------------------------|------|--------------------------------|-------------|-----------|
| For Office Use Only: | | | | |
| GST (Auto Calculated Within): | 0.00 | TOTAL EXPENSES CLAIMED: | (1+2+3+4+5) | \$ 152.84 |
| GST on Invoices: | 7.28 | Less: ADVANCE | | \$ |
| Total GST: | 7.28 | NET TOTAL TO BE PAID: | | \$ 152.84 |

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

▼ **APPROVAL SECTION**

Task ID: 0000210003 - Created: 10-Jun-2022 10:02.46 AM - By: Tyler Demers - Processed: 10-Jun-2022 10:22.40 AM - By: Christine Lee

Action Taken: No Objection





▼ **ACCOUNTS PAYABLE CLERK SECTION**

Task ID: 0000210003 - Created: 10-Jun-2022 10:22.40 AM - By: Christine Lee

Travel & Expense Calculator

| Section | Amount Claimed Less GST | GST | Total |
|------------------------------------|-------------------------------------|-----------------------------------|-------------------------------------|
| Meals: | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> |
| Hotels: | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> |
| Transportation Costs: | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> |
| Registration Fees: | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> |
| Technology Costs: | <input type="text" value="145.56"/> | <input type="text" value="7.28"/> | <input type="text" value="152.84"/> |
| Expenses Claimed: | <input type="text" value="145.56"/> | <input type="text" value="7.28"/> | <input type="text" value="152.84"/> |
| | | Less: ADVANCE | <input type="text" value="0.00"/> |
| U.S. Dollars: <input type="text"/> | Exchange Rate: <input type="text"/> | Exchange: | <input type="text" value="0.00"/> |
| NET TOTAL TO BE PAID: | | | <input type="text" value="152.84"/> |

Vendor Number: Demers, Tyler  

| GL Account Number | Taxes Included | Amount | Tax Code | Tax Amount |
|--|---|-------------------------------------|--------------------------|---|
| <input type="text" value="160304000100032"/>  -S&M-BRDSYS-GEN-BOARD  |  | <input type="text" value="152.84"/> | GST <input type="text"/> | <input type="text" value="7.28"/>  |

 Add GL

Total Without Taxes: 145.56
Tax Total: 7.28
Total With Taxes: 152.84

Authorizer Comment

Invoice Has Not Been Created

Andrew Hilton Wine & Spirits
 212 - 3rd Avenue South
 Lethbridge, Alberta T1J 0G9
 403-320-9464
 403-320-9157

Chapters

Store# 00934 Chapters Lethbridge
 701 - 1st Avenue South
 Lethbridge, AB T1J 4V7
 Phone: (403) 394-0225

Sales Receipt

Transaction #: 526077
 Date: 2022-05- Time: 12:12:30
 Cashier: 1 Register #: 1

| Item | Description | Amount |
|------|----------------------|---------|
| 1809 | Loto Wine Ca | \$15.95 |
| 1612 | Round Natur | \$27.95 |
| 2074 | Burgundy Gla | \$23.90 |
| | 2 @ \$11.95 | |
| | Sub Total | \$67.80 |
| | GST-S | \$3.39 |
| | Total Bottle Deposit | \$0.00 |
| | Total | \$71.19 |
| | Mastercard Tendered | \$71.19 |
| | Change Due | \$0.00 |

Thank you for shopping
 Andrew Hilton Wine & Spirits
 A Store With A Difference!

YOUR FEEDBACK MATTERS.
 Tell us about your visit for a chance to win a \$500 gift card. Complete our survey at: www.indigofeedback.com. No purchase necessary. See survey website for Contest Rules.

Store# 00934 Term# 007 Trans# 1078378
 Operator: 000AQ 05/22/2022 16:05

SALE

 BRAIDING SWEETGRASS \$28.50
 9781571313560
 NIGHTINGALE \$23.50
 9781250080400

 Items: 2

Subtotal: \$52.00
 GST: 5.0% \$2.60
Total: \$54.60
MASTERCARD: \$54.60

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 Become a plum PLUS member for \$39/yr and enjoy an extra 10% off on almost everything* and free shipping. Plus, receive 8500 bonus plum pts(\$20 value)* when you join. *Some conditions apply, see indigo.ca/plum for full details.
 Store# 00934 Term# 007 Trans# 1078378
 GST Registration # R897152666



0093400710783781

European Food Store

210 3rd Avenue S
 Lethbridge, AB
 T1J 4L6
 (403)320-6263

May 21, 2022 01:41 PM
 Server Carol
 Transaction # 27859 Station # 2

| Qty | Description | Price |
|-----|-----------------------|---------|
| 1 | DrosteHollandAssortis | \$11.99 |
| 1 | JumboSweetDropMix | \$5.19 |
| 1 | Jumbo Drop Mix Salt | \$5.19 |
| 1 | VencoSchoolChalk | \$3.39 |
| | Total | \$25.76 |
| | G.S.T. | \$1.29 |
| | Sale Total | \$27.05 |
| | Master Card | \$27.05 |
| | Total Tendered | \$27.05 |

TYPE: PURCHASE

ACCT: MASTERCARD \$ 54.60

CARD NUMBER: *****4195
 DATE/TIME: 22/05/22 16:06:12
 REFERENCE #: 66247234 0019291130 H
 AUTHOR. #: 08391J
 INVOICE NUMBER: 30074928

MASTERCARD
 A0000000041010
 0000008000

01/027 APPROVED - THANK YOU

NO SIGNATURE TRANSACTION

-- IMPORTANT --
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