

Trustee Professional Development & Travel Expenses

Trustee - Christine Light

Period- June 1, 2022 - August 31, 2022

Event or Expenditure item	Dates	Hotel	Flight	Mileage	Other	Per Diem	Total
ASBA SGM	05-Jun-22	\$ 266.84					\$ 266.84
ASBA SGM	05-Jun-22			\$ 358.55		\$ 600.00	\$ 958.55
ASBA School Board Trustee Governance Program	08-Jul-22				\$ 3,150.00		\$ 3,150.00
<b>Total</b>		<b>\$ 266.84</b>	<b>\$ -</b>	<b>\$ 358.55</b>	<b>\$ 3,150.00</b>	<b>\$ 600.00</b>	<b>\$ 4,375.39</b>



Suite 1200, 9925 - 109 Street Edmonton, AB T5K 2J8  
 Phone: 780.482.7311 Fax: 780.482.5659  
 www.asba.ab.ca email: finance@asba.ab.ca

# Invoice

Date	Invoice #
7/8/2022	2021315

## INVOICE TO

Christine Light  
 c/o Lethbridge School Division  
 433 - 15 Street South  
 Lethbridge, AB T1J 2Z5

1-3600-4000-1000-32

Terms - Net 30 days

Business No. 10669 4268 RT0001

Quantity	Item	Description	Net	Amount
	000-51000-70	Registration - ASBA School Board Trustee Governance Program  Participants have several options for payment:  1. Pay the full amount by August 31, 2022.  2. Pay in two equal installments of \$1,500.00 plus GST (GST will be assessed on the first payment). These installments will be due by August 31, 2022 and March 31, 2023.  3. Pay in three equal installments of \$1,000.00 plus GST (GST will be assessed on the first payment). These installments will be due by August 31, 2022, December 31, 2022 and March 31, 2023.  Please connect with Teresa Ergezinger (tergezinger@asba.ab.ca) or Antonia Stiuca (astiuca@asba.ab.ca) for confirmation of your preference.  GST on sales	3,000.00	3,000.00
			5.00%	150.00

**Electronic Funds Transfer (EFT) Option:**  
**Bank of Nova Scotia**  
**Beneficiary: Alberta School Boards Association**  
**Transit #: 12989**  
**Bank #: 002**  
**Account #: 0386014**  
 Send payment notifications to finance@asba.ab.ca

<b>Subtotal</b>	CAD 3,000.00
<b>GST 5%</b>	CAD 150.00
<b>Total</b>	CAD 3,150.00

**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: 0000210238 - Created: 13-Jun-2022 05:20.20 PM - By: Christine Light - Processed: 13-Jun-2022 05:20.20 PM - By: Christine Light

**NAME:** Light, Christine (14233)  
**DATES:** From: 05-Jun-2022 To: 07-Jun-2022  
**FUNCTION or MEETING:** ASBA SGM Check if Travel is in the USA:   
**LOCATION:** Red Deer

**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)
<b>2. HOTELS:</b>				
Hotel: Enter total invoice amount - attach vouchers:		\$	\$	
Private Accommodation:	@ \$ 20.00	\$ 0.00	\$	0.00 (2)
<b>3. TRANSPORTATION COSTS:</b>				
A) Economy Air Fair: Enter total invoice amount - attach receipts		\$	\$	
Taxi Fares - State number of trips:		\$		
OR B) Car Expenses				
710 KMS	@ \$ .505	\$ 358.55	\$	358.55 (3)
<b>4. REGISTRATION FEES:</b>				
Attach approved receipt or voucher		\$	\$	0.00 (4)
<b>5. TECHNOLOGY COSTS:</b>				
		\$	\$	0.00 (5)

For Office Use Only:				
GST (Auto Calculated Within):	17.07	<b>TOTAL EXPENSES CLAIMED:</b>	(1+2+3+4+5) \$	358.55
GST on Invoices:	0.00	Less: ADVANCE	\$	
Total GST:	17.07	<b>NET TOTAL TO BE PAID:</b>	\$	358.55

**HONORARIA:** Half Day(s) Full Day(s)  
**PER DIEM ALLOWANCE:** Half Day(s) 03 Full Day(s)

▼ APPROVAL SECTION

Task ID: 0000210238 - Created: 13-Jun-2022 05:20.20 PM - By: Christine Light - Processed: 14-Jun-2022 10:51.22 AM - By: Christine Lee

Action Taken: No Objection





ACCOUNTS PAYABLE CLERK SECTION

Task ID: 0000210238 - Created: 14-Jun-2022 10:51.23 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="341.48"/>	<input type="text" value="17.07"/>	<input type="text" value="358.55"/>
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="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Expenses Claimed:	<input type="text" value="341.48"/>	<input type="text" value="17.07"/>	<input type="text" value="358.55"/>
		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="358.55"/>

Vendor Number:  Light, Christine  

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
 <input type="text" value="170104000100032"/>  -TRUSTEETRAV-BRDSYS-GEN-BOARD		<input type="text" value="358.55"/>	GST <input type="text" value="v"/>	<input type="text" value="17.07"/> 



 Add GL

**Total Without Taxes:** 341.48  
**Tax Total:** 17.07  
**Total With Taxes:** 358.55

Authorizer Comment

Invoice Has Not Been Created

**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: 0000210246 - Created: 13-Jun-2022 07:12.23 PM - By: Christine Light - Processed: 13-Jun-2022 07:12.23 PM - By: Christine Light

**NAME:** Light, Christine (14233)  
**DATES:** From: 05-Jun-2022 To: 07-Jun-2022  
**FUNCTION or MEETING:** ASBA SGM Check if Travel is in the USA:   
**LOCATION:** Red Deer

**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)
<b>2. HOTELS:</b>				
Hotel: Enter total invoice amount - attach vouchers:		\$ 266.84	\$ 26.84	
Private Accommodation:	@ \$ 20.00	\$ 0.00	\$	266.84 (2)
<b>3. TRANSPORTATION COSTS:</b>				
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)
<b>4. REGISTRATION FEES:</b>				
Attach approved receipt or voucher		\$	\$	0.00 (4)
<b>5. TECHNOLOGY COSTS:</b>				
		\$	\$	0.00 (5)

For Office Use Only:				
GST (Auto Calculated Within):	0.00	<b>TOTAL EXPENSES CLAIMED:</b>	(1+2+3+4+5) \$	266.84
GST on Invoices:	26.84	Less: ADVANCE	\$	
Total GST:	26.84	<b>NET TOTAL TO BE PAID:</b>	\$	266.84

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

▼ APPROVAL SECTION

Task ID: 0000210246 - Created: 13-Jun-2022 07:12.23 PM - By: Christine Light - Processed: 14-Jun-2022 06:55.30 AM - By: Christine Lee

Action Taken: No Objection




ACCOUNTS PAYABLE CLERK SECTION

Task ID: 0000210246 - Created: 14-Jun-2022 06:55.31 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="240.00"/>	<input type="text" value="26.84"/>	<input type="text" value="266.84"/>
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="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
<b>Expenses Claimed:</b>	<input type="text" value="240.00"/>	<input type="text" value="26.84"/>	<input type="text" value="266.84"/>
		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"/>
		<b>NET TOTAL TO BE PAID:</b>	<input type="text" value="266.84"/>

Vendor Number:  Light, Christine  

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
<input type="text" value="170104000100032"/>  -TRUSTEETRAV-BRDSYS-GEN-BOARD 	<input checked="" type="checkbox"/>	<input type="text" value="266.84"/>	GST <input type="text"/>	<input type="text" value="12.24"/> 

  
 Add GL

**Total Without Taxes:** 254.60  
**Tax Total:** 12.24  
**Total With Taxes:** 266.84

Authorizer Comment

Invoice Has Not Been Created



**Christine Light  
Canada**

Room No. : 209  
 Arrival : 06-05-22  
 Departure : 06-07-22  
 Folio No. :  
 Conf. No. : 5098853  
 Cashier No. : 746  
 Custom Ref. :

Company Name: Lethbridge School Division  
 Group Name: Lethbridge School Division

GST No: 121767065 RT 0001

Date	Description	Charges	Credits
06-05-22	Room Charge	120.00	
06-05-22	Room - DMF	2.40	
06-05-22	Room - GST	6.12	
06-05-22	Room - Hotel Tax PTL	4.90	
06-06-22	Room Charge	120.00	
06-06-22	Room - DMF	2.40	
06-06-22	Room - GST	6.12	
06-06-22	Room - Hotel Tax PTL	4.90	
Room GST	26.84		
F&B GST	0.00		
Misc GST	0.00		
Total	26.84		
		<b>Total Charges</b>	266.84
		<b>Total Credits</b>	0.00
		<b>Balance</b>	<b>266.84</b>