

Trustee Professional Development & Travel Expenses
Trustee - Christine Light
Period- December 1, 2022 - February 28, 2023

Event or Expenditure item	Dates	Hotel	Flight	Mileage	Other	Per Diem	Total
Team Lethbridge	December 6-8, 2022	\$ 354.78			\$ 46.00	\$ 600.00	\$ 1,000.78
							\$ -
Total		\$ 354.78	\$ -	\$ -	\$ 46.00	\$ 600.00	\$ 1,000.78

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: 0000221772 - Created: 12-Dec-2022 09:36.35 AM - By: Christine Light - Processed: 12-Dec-2022 09:36.35 AM - By: Christine Light

NAME: Light, Christine (14233)
DATES: From: 06-Dec-2022 To: 08-Dec-2022
FUNCTION or MEETING: Team Lethbridge Check if Travel is in the USA:
LOCATION: Edmonton

EXPENSES:

1. MEALS:				Enter GST on Invoice	Section Total
Breakfast	@ \$	10.00	\$	0.00	
Lunch	@ \$	15.00	\$	0.00	
Dinner	@ \$	20.00	\$	40.00	
Gratuity automatically calculated	@	.15 %	\$	6.00	46.00 (1)
2. HOTELS:					
Hotel: Enter total invoice amount - attach vouchers:			\$	354.78	15.86
Private Accommodation:	@ \$	20.00	\$	0.00	354.78 (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):	1.90	TOTAL EXPENSES CLAIMED:	(1+2+3+4+5)	\$	400.78
GST on Invoices:	15.86	Less: ADVANCE		\$	
Total GST:	17.76	NET TOTAL TO BE PAID:		\$	400.78

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

▼ APPROVAL SECTION

Task ID: 0000221772 - Created: 12-Dec-2022 09:36.35 AM - By: Christine Light - Processed: 12-Dec-2022 11:26.58 AM - By: Christine Lee

Action Taken: No Objection






ACCOUNTS PAYABLE CLERK SECTION

Task ID: 0000221772 - Created: 12-Dec-2022 11:26.58 AM - By: Christine Lee

Travel & Expense Calculator

Section	Amount Claimed Less GST	GST	Total
Meals:	44.10	1.90	46.00
Hotels:	338.92	15.86	354.78
Transportation Costs:	0.00	0.00	0.00
Registration Fees:	0.00	0.00	0.00
Technology Costs:	0.00	0.00	0.00
Expenses Claimed:	383.02	17.76	400.78
		Less: ADVANCE	0.00
U.S. Dollars:	Exchange Rate:	Exchange:	0.00
		NET TOTAL TO BE PAID:	400.78

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="400.78"/>	GST 	<input type="text" value="17.76"/> 

 Add GL

Total Without Taxes: 383.02
Tax Total: 17.76
Total With Taxes: 400.78

Authorizer Comment

Invoice Has Not Been Created



Christine Light
 433 15 St. South
 Lethbridge T1J 2Z4
 Canada

INVOICE

Room No. : 0512
 Arrival : 12-06-22
 Departure : 12-08-22
 Page No. : 1 of 2
 Folio No. : 97781
 Conf. No. : 257627781
 Cashier No. : 1001
 Custom Ref. :

Company Name : Economic Development Lethbridge
 Group Name : Economic Development Lethbridge
 Guest Name :

Date	Description	Charges	Credits
12-06-22	Room Revenue	154.00	
12-06-22	Destination Marketing Fee	4.62	
12-06-22	Room GST	7.93	
12-06-22	Tourism Levy	6.34	
12-07-22	Room Revenue	154.00	
12-07-22	Destination Marketing Fee	4.62	
12-07-22	Room GST	7.93	
12-07-22	Tourism Levy	6.34	
12-08-22	Mastercard XXXXXXXXXXXX2230 XX/XX		345.78
Total Charges		345.78	
Total Credits			345.78
Balance			0.00

Merchant ID		Credit Card #	XXXXXXXXXXXX2230
Transaction ID	22908865	Credit Card Expiry	XX/XX
Approval Code	01310E	Capture Method	Manual
Approval Amount	345.78	Transaction Amount	345.78

I agree that I am personally liable for payment of this account, and if this person, company or association indicated does not settle within a reasonable period, my liability for payment should be joint and several with such person, company or association.

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