

Trustee Professional Development & Travel Expenses
Trustee - Christine Light
Period- September 1, 2022 November 30, 2022

| Event or Expenditure item | Dates | Hotel | Flight | Mileage | Other | Per Diem | Total |
|---|----------------------|------------------|---------------|------------------|-----------------|------------------|--------------------|
| Meeting with the Education Minister | 01-Sep-22 | | | \$ 50.50 | | | \$ 50.50 |
| ASBA FGM | November 20-22, 2022 | \$ 366.00 | | \$ 506.01 | \$ 40.25 | \$ 200.00 | \$ 1,112.26 |
| UofC/ASBA Governance Course 'Risk Management' | 20-Nov-22 | \$ 183.00 | | | \$ 34.50 | | \$ 217.50 |
| Totals | | \$ 549.00 | \$ - | \$ 556.51 | \$ 74.75 | \$ 200.00 | \$ 1,380.26 |

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: 0000220278 - Created: 24-Nov-2022 09:57.33 AM - By: Christine Light - Processed: 24-Nov-2022 09:57.33 AM - By: Christine Light

NAME: Light, Christine (14233)
DATES: From: 20-Nov-2022 To: 22-Nov-2022
FUNCTION or MEETING: ASBA FGM Check if Travel is in the USA:
LOCATION: Edmonton

EXPENSES:

| 1. MEALS: | | | | Enter GST on Invoice | Section Total |
|---|----------|------------|-----------|----------------------|---------------|
| Breakfast | | @ \$ 10.00 | \$ 0.00 | | |
| Lunch | 01 | @ \$ 15.00 | \$ 15.00 | | |
| Dinner | 01 | @ \$ 20.00 | \$ 20.00 | | |
| Gratuity automatically calculated | | @ .15 % | \$ 5.25 | \$ | 40.25 (1) |
| 2. HOTELS: | | | | | |
| Hotel: Enter total invoice amount - attach vouchers: | | | \$ 366.00 | \$ 16.78 | |
| Private Accommodation: | | @ \$ 20.00 | \$ 0.00 | \$ | 366.00 (2) |
| 3. TRANSPORTATION COSTS: | | | | | |
| A) Economy Air Fair: Enter total invoice amount - attach receipts | | | \$ | \$ | |
| Taxi Fares - State number of trips: | | | \$ | | |
| OR B) Car Expenses | | | | | |
| | 1002 KMS | @ \$.505 | \$ 506.01 | \$ | 506.01 (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): | 25.76 | TOTAL EXPENSES CLAIMED: | (1+2+3+4+5) | \$ | 912.26 |
| GST on Invoices: | 16.78 | Less: ADVANCE | | \$ | |
| Total GST: | 42.54 | NET TOTAL TO BE PAID: | | \$ | 912.26 |

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

▼ **APPROVAL SECTION**

Task ID: 0000220278 - Created: 24-Nov-2022 09:57.33 AM - By: Christine Light - Processed: 24-Nov-2022 10:01.27 AM - By: Christine Lee

Action Taken: No Objection






▼ **ACCOUNTS PAYABLE CLERK SECTION**

Task ID: 0000220278 - Created: 24-Nov-2022 10:01.28 AM - By: Christine Lee

Travel & Expense Calculator

| Section | Amount Claimed Less GST | GST | Total |
|-----------------------|-------------------------|---------------|--------|
| Meals: | 38.58 | 1.67 | 40.25 |
| Hotels: | 349.22 | 16.78 | 366.00 |
| Transportation Costs: | 481.91 | 24.10 | 506.01 |
| Registration Fees: | 0.00 | 0.00 | 0.00 |
| Technology Costs: | 0.00 | 0.00 | 0.00 |
| Expenses Claimed: | 869.71 | 42.55 | 912.26 |
| | | Less: ADVANCE | 0.00 |
| U.S. Dollars: | Exchange Rate: | Exchange: | 0.00 |
| NET TOTAL TO BE PAID: | | | 912.26 |

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="912.26"/> | GST  | <input type="text" value="42.54"/>  |


 Add GL

Total Without Taxes: 869.72
Tax Total: 42.54
Total With Taxes: 912.26

Authorizer Comment

Invoice Has Not Been Created



EDMONTON SOUTH
CONFERENCE CENTRE

4404 Gateway Boulevard NW, Edmonton, Alberta, T6H 5C2
Tel: 780-434-6415 Fax: 780-436-9247

Alberta School Boards Association
Christine Light
xxx
Lethbridge AB T1K 3J6
Canada

Room: 0408
Folio: 183914
Cashier: 113
Arrival: 11-19-22
Departure: 11-22-22

Group: Alberta School Boards Association 2022

| Date | Description | Additional Information | Charges | Credits |
|----------|--------------------------------|------------------------|---------|---------|
| 11-19-22 | ROOM CHARGE | | 163.00 | |
| 11-19-22 | Room Destination Marketing Fee | | 4.89 | |
| 11-19-22 | Room GST | | 8.39 | |
| 11-19-22 | AB Tourism Levy | | 6.72 | |
| 11-20-22 | ROOM CHARGE | | 163.00 | |
| 11-20-22 | Room Destination Marketing Fee | | 4.89 | |
| 11-20-22 | Room GST | | 8.39 | |
| 11-20-22 | AB Tourism Levy | | 6.72 | |
| 11-22-22 | Master Card | XXXXXXXXXXXX2230 | XX/XX | 366.00 |

| GST Summary | |
|------------------|--------------|
| Registration No: | 889835161 |
| Room | 16.78 |
| F&B | 0.00 |
| Other | 23.22 |
| Total | 40.00 |

| | | |
|-------------|--------|--------|
| Total | 366.00 | 366.00 |
| Balance Due | 0.00 | CDN |

Guest Signature: _____

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part of or the full amount of these charges.

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: 0000220277 - Created: 24-Nov-2022 09:48.34 AM - By: Christine Light - Processed: 24-Nov-2022 09:48.34 AM - By: Christine Light

NAME: Light, Christine (14233)
DATES: From: 20-Nov-2022 To: 20-Nov-2022
FUNCTION or MEETING: UofC/ASBA Governance Course 'Risk Management' Check if Travel is in the USA:
LOCATION: Edmonton

EXPENSES:

| | | | | Enter GST on Invoice | Section Total |
|---|-----|------------|-----------|----------------------|---------------|
| 1. MEALS: | | | | | |
| Breakfast | 01 | @ \$ 10.00 | \$ 10.00 | | |
| Lunch | | @ \$ 15.00 | \$ 0.00 | | |
| Dinner | 01 | @ \$ 20.00 | \$ 20.00 | | |
| Gratuity automatically calculated | | @ .15 % | \$ 4.50 | \$ | 34.50 (1) |
| 2. HOTELS: | | | | | |
| Hotel: Enter total invoice amount - attach vouchers: | | | \$ 183.00 | \$ 8.39 | |
| Private Accommodation: | | @ \$ 20.00 | \$ 0.00 | \$ | 183.00 (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): | 1.43 | TOTAL EXPENSES CLAIMED: | (1+2+3+4+5) | \$ | 217.50 |
| GST on Invoices: | 8.39 | Less: ADVANCE | | \$ | |
| Total GST: | 9.82 | NET TOTAL TO BE PAID: | | \$ | 217.50 |

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

▼ APPROVAL SECTION

Task ID: 0000220277 - Created: 24-Nov-2022 09:48.34 AM - By: Christine Light - Processed: 24-Nov-2022 09:53.26 AM - By: Christine Lee

Action Taken: No Objection






ACCOUNTS PAYABLE CLERK SECTION

Task ID: 0000220277 - Created: 24-Nov-2022 09:53.26 AM - By: Christine Lee


Travel & Expense Calculator

| Section | Amount Claimed Less GST | GST | Total |
|--------------------------|-------------------------|---------------|---------------|
| Meals: | 33.07 | 1.43 | 34.50 |
| Hotels: | 174.61 | 8.39 | 183.00 |
| 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: | 207.68 | 9.82 | 217.50 |
| | | Less: ADVANCE | 0.00 |
| U.S. Dollars: | Exchange Rate: | Exchange: | 0.00 |
| NET TOTAL TO BE PAID: | | | 217.50 |

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="217.50"/> | GST  | <input type="text" value="9.82"/>  |



 Add GL

Total Without Taxes: 207.68
Tax Total: 9.82
Total With Taxes: 217.50

Authorizer Comment

Invoice Has Not Been Created


DELTA
 HOTELS
 MARRIOTT

EDMONTON SOUTH
CONFERENCE CENTRE

4404 Gateway Boulevard NW, Edmonton, Alberta, T6H 5C2
Tel: 780-434-6415 Fax: 780-436-9247

Alberta School Boards Association
 Christine Light
 xxx
 Lethbridge AB T1K 3J6
 Canada

Room: 0408
 Folio: 183915
 Cashier: 113
 Arrival: 11-19-22
 Departure: 11-22-22

Group: Alberta School Boards Association 2022

| Date | Description | Additional Information | Charges | Credits |
|----------------------------|--------------------------------|------------------------|--------------------|-----------------|
| 11-21-22 | ROOM CHARGE | | 163.00 | |
| 11-21-22 | Room Destination Marketing Fee | | 4.89 | |
| 11-21-22 | Room GST | | 8.39 | |
| 11-21-22 | AB Tourism Levy | | 6.72 | |
| 11-22-22 | Master Card | XXXXXXXXXXXX2230 | XX/XX | 183.00 |
| GST Summary | | | Total | 183.00 |
| Registration No: 889835161 | | | | 183.00 |
| Room 8.39 | | | | |
| F&B 0.00 | | | | |
| Other 11.61 | | | | |
| Total 20.00 | | | | |
| | | | Balance Due | 0.00 CDN |

Guest Signature: _____

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part of or the full amount of these charges.

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: 0000213237 - Created: 02-Sep-2022 04:39.11 PM - By: Christine Light - Processed: 02-Sep-2022 04:39.11 PM - By: Christine Light

NAME: Light, Christine (14233)
DATES: From: 01-Sep-2022 To:
FUNCTION or MEETING: Meeting with the Education Minister Check if Travel is in the USA:
LOCATION: Taber, AB

EXPENSES:

| 1. MEALS: | | | | Enter GST on Invoice | Section Total |
|---|------|-------|----|----------------------|---------------|
| Breakfast | @ \$ | 10.00 | \$ | 0.00 | |
| Lunch | @ \$ | 15.00 | \$ | 0.00 | |
| Dinner | @ \$ | 20.00 | \$ | 0.00 | |
| Gratuuity 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) Full Day(s)

▼ APPROVAL SECTION

Task ID: 0000213237 - Created: 02-Sep-2022 04:39.11 PM - By: Christine Light - Processed: 02-Sep-2022 04:53.24 PM - By: Christine Lee

Action Taken: No Objection





ACCOUNTS PAYABLE CLERK SECTION

Task ID: 0000213237 - Created: 02-Sep-2022 04:53.24 PM - 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="48.10"/> | <input type="text" value="2.40"/> | <input type="text" value="50.50"/> |
| 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="48.10"/> | <input type="text" value="2.40"/> | <input type="text" value="50.50"/> |
| | | 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="50.50"/> |

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="50.50"/> | GST <input type="text" value="v"/> | <input type="text" value="2.41"/>  |


 Add GL

Total Without Taxes: 48.09
Tax Total: 2.41
Total With Taxes: 50.50

Authorizer Comment

Invoice Has Not Been Created