

Trustee Professional Development & Travel Expenses

Trustee - Christine Light

Period- March 1, 2023 - May 31, 2023

Event or Expenditure item	Dates	Hotel	Flight	Mileage	Other	Per Diem	Total
Board Strategic Planning Retreat	March 2-3, 2023					\$ 300.00	\$ 300.00
Zone 6 Meeting	17-May-23			\$ 52.02			\$ 52.02
Total		\$ -	\$ -	\$ 52.02	\$ -	\$ 300.00	\$ 352.02

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: 0000230561 - Created: 20-Mar-2023 03:59.57 PM - By: Christine Light - Processed: 20-Mar-2023 03:59.57 PM - By: Christine Light

NAME: Light, Christine (14233)
DATES: From: 02-Mar-2023 To: 03-Mar-2023
FUNCTION or MEETING: Board Strategic Planning Retreat Check if Travel is in the USA:
LOCATION: Lethbridge

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:					
			\$	\$	\$ 0.00 (5)

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

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

▼ APPROVAL SECTION

Task ID: 0000230561 - Created: 20-Mar-2023 03:59.57 PM - By: Christine Light - Processed: 21-Mar-2023 07:05.24 PM - By: Christine Lee

Action Taken: No Objection

TRUSTEE EXPENSE WARRANT-PAYROLL SECTION

Task ID: 0000230561 - Created: 21-Mar-2023 07:05.25 PM - By: Christine Lee

This expense form is being routed to you as the Trustee has entered honoraria or a per diem allowance.

Please print the expense form for processing of payment and as backup documentation.