

**Trustee Professional Development & Travel Expenses**  
**Trustee - Christine Light**  
**Period- June 1, 2023 - August 31, 2023**

<b>Event or Expenditure item</b>	<b>Dates</b>	<b>Hotel</b>	<b>Flight</b>	<b>Mileage</b>	<b>Other</b>	<b>Per Diem</b>	<b>Total</b>
ASBA SGM	June 4-6, 2023			\$ 217.15	\$ 23.00	\$ 400.00	\$ 640.15
CSBA Congress Indigenous Education	July 2-5, 2023	\$ 1,057.38		\$ 390.87	\$ 46.00	\$ 600.00	\$ 2,094.25
CUPE 2843 Negotiation meetings	14-Jun-23					\$ 400.00	\$ 400.00
<b>Total</b>		<b>\$ 1,057.38</b>	<b>\$ -</b>	<b>\$ 608.02</b>	<b>\$ 69.00</b>	<b>\$ 1,400.00</b>	<b>\$ 3,134.40</b>

**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: 0000240225 - Created: 12-Jun-2023 01:04.52 PM - By: Christine Light - Processed: 12-Jun-2023 01:04.52 PM - By: Christine Light

**NAME:** Light, Christine (14233)  
**DATES:** From: 04-Jun-2023 To: 06-Jun-2023  
**FUNCTION or MEETING:** ASBA SGM Check if Travel is in the USA:   
**LOCATION:** Calgary, AB

**EXPENSES:**

1. MEALS:				Enter GST on Invoice	Section Total
Breakfast	@ \$	10.00	\$	0.00	
Lunch	@ \$	15.00	\$	0.00	
Dinner	@ \$	20.00	\$	20.00	
Gratuity automatically calculated	@	.15 %	\$	3.00	23.00 (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					
430 KMS	@ \$	.505	\$	217.15	217.15 (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):	11.29	<b>TOTAL EXPENSES CLAIMED:</b>	(1+2+3+4+5)	\$	240.15
GST on Invoices:	0.00	Less: ADVANCE		\$	
Total GST:	11.29	<b>NET TOTAL TO BE PAID:</b>		\$	240.15

**HONORARIA:** Half Day(s) Full Day(s)  
**PER DIEM ALLOWANCE:** Half Day(s) 02 Full Day(s)

▼ **APPROVAL SECTION**

Task ID: 0000240225 - Created: 12-Jun-2023 01:04.52 PM - By: Christine Light - Processed: 13-Jun-2023 06:26.04 AM - By: Christine Lee



Action Taken: No Objection

**ACCOUNTS PAYABLE CLERK SECTION**






Task ID: 0000240225 - Created: 13-Jun-2023 06:26.05 AM - By: Christine Lee

**Travel & Expense Calculator**

Section	Amount Claimed Less GST	GST	Total
Meals:	22.05	0.95	23.00
Hotels:	0.00	0.00	0.00
Transportation Costs:	206.81	10.34	217.15
Registration Fees:	0.00	0.00	0.00
Technology Costs:	0.00	0.00	0.00
<b>Expenses Claimed:</b>	<b>228.86</b>	<b>11.29</b>	<b>240.15</b>
		Less: ADVANCE	0.00
U.S. Dollars:		Exchange Rate:	Exchange: 0.00
		<b>NET TOTAL TO BE PAID:</b>	<b>240.15</b>

Vendor Number:  **Light, Christine**  

Address 1: 3413 SYLVAN ROAD SOUTH  
 Address 2:  
 Address 3:  
 City: LETHBRIDGE  
 Province: AB  
 Country: CAN  
 Postal Code: T1K 3J6  
**Paid By:** EFT

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
 <input type="text" value="170104000100032"/>  -TRUSTEETRAV-BRDSYS-GEN-BOARD		<input type="text" value="240.15"/>	GST 	<input type="text" value="11.29"/> 

 Add GL

**Total Without Taxes:** 228.86  
**Tax Total:** 11.29  
**Total With Taxes:** 240.15

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: 0000242632 - Created: 06-Jul-2023 05:03.23 PM - By: Christine Light - Processed: 06-Jul-2023 05:03.23 PM - By: Christine Light

**NAME:** Light, Christine (14233)  
**DATES:** From: 02-Jul-2023 To: 05-Jul-2023  
**FUNCTION or MEETING:** CSBA Congress Indigenous Education Check if Travel is in the USA:   
**LOCATION:** Banff, Alberta

**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)
<b>2. HOTELS:</b>					
Hotel: Enter total invoice amount - attach vouchers:			\$	1057.38	48.50
Private Accommodation:	@ \$	20.00	\$	0.00	1057.38 (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					
774 KMS	@ \$	.505	\$	390.87	390.87 (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):	20.52	<b>TOTAL EXPENSES CLAIMED:</b>	(1+2+3+4+5)	\$	1494.25
GST on Invoices:	48.50	Less: ADVANCE		\$	
Total GST:	69.02	<b>NET TOTAL TO BE PAID:</b>		\$	1494.25

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

▼ APPROVAL SECTION

Task ID: 0000242632 - Created: 06-Jul-2023 05:03.23 PM - By: Christine Light - Processed: 10-Jul-2023 07:29.01 AM - By: Christine Lee



Action Taken: No Objection

**ACCOUNTS PAYABLE CLERK SECTION**






Task ID: 0000242632 - Created: 10-Jul-2023 07:29.01 AM - By: Christine Lee

**Travel & Expense Calculator**

Section	Amount Claimed Less GST	GST	Total
Meals:	44.10	1.90	46.00
Hotels:	1008.88	48.50	1057.38
Transportation Costs:	372.26	18.61	390.87
Registration Fees:	0.00	0.00	0.00
Technology Costs:	0.00	0.00	0.00
<b>Expenses Claimed:</b>	<b>1425.24</b>	<b>69.01</b>	<b>1494.25</b>
		Less: ADVANCE	0.00
U.S. Dollars:		Exchange Rate:	Exchange: 0.00
		<b>NET TOTAL TO BE PAID:</b>	<b>1494.25</b>

Vendor Number:  **Light, Christine**  

Address 1: 3413 SYLVAN ROAD SOUTH  
 Address 2:  
 Address 3:  
 City: LETHBRIDGE  
 Province: AB  
 Country: CAN  
 Postal Code: T1K 3J6  
**Paid By:** EFT

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
 <input type="text" value="170104000100032"/>  -TRUSTEETRAV-BRDSYS-GEN-BOARD		<input type="text" value="1494.25"/>	GST 	<input type="text" value="69.02"/> 

 Add GL

**Total Without Taxes: 1425.23**  
**Tax Total: 69.02**  
**Total With Taxes: 1494.25**

**Authorizer Comment**

Invoice Has Not Been Created



Canmore Inn & Suites  
 1402 Bow Valley Trail  
 Canmore, Alberta, Canada T1W 1N5

**Invoice 45670**  
**Terms: payment due on receipt**

Name: Christine Light  
 Check-in: Monday Jul 3 2023  
 Check-out: Wednesday Jul 5 2023  
 Confirmation #: 2022461633  
 Invoice number: 45670  
 Invoice date: 05/07/2023

Unit assignment: 219

Christine Light  
 XXXXX  
 Canada  
 rblaauf50@m.expediapartnercentral.com  
 T: 403 6051786

Date	Description of services	Cost(CAD)
03/07/2023	Pet Fee 2@ 15.00	30.00
03/07/2023	Unit 219: Deluxe 2 Queen Railway Side - Expedia Hotel Collect - Standard	273.90
04/07/2023	Unit 219: Deluxe 2 Queen Railway Side - Expedia Hotel Collect - Standard	273.90
Sub-total		577.80
AB Room Levy		23.82
DMF		17.34
Room GST		29.76
Total		648.72
<b>Amount due (CAD)</b>		<b>648.72</b>

Customer signature: \_\_\_\_\_



Canmore Inn & Suites  
 1402 Bow Valley Trail  
 Canmore, Alberta, Canada T1W 1N5

# Check-out receipt

Name: Christine Light  
 Check-in: Sunday Jul 2 2023  
 Check-out: Monday Jul 3 2023  
 Confirmation #: 37795112  
 Invoice number: 61182  
 Invoice date: 03/07/2023

Unit assignment: 204

Christine Light  
 Alberta xxxxxxxx  
 Canada  
 kristin.solowoniuk@lethsd.ab.ca  
 T: 403 380 5301

Date	Description of services	Cost(CAD)
02/07/2023 02/07/2023	Pet Fee 1@ 15.00 Unit 204: Deluxe 2 Queen Railway Side Pet Friendly - Standard Rate	15.00 349.00
		Sub-total 364.00 AB Room Levy 15.00 DMF 10.92 Room GST 18.74 Total 408.66
		Jul 3, 2023, Mastercard Manual, Auth. code: xxx2230 408.66
		Amount due (CAD) <b>0.00</b>

Customer signature: \_\_\_\_\_