

Trustee Professional Development & Travel Expenses
Trustee - Christine Light
Period- September 1, 2023 November 30, 2023

Event or Expenditure item	Dates	Hotel	Flight	Mileage	Other	Per Diem	Total
CUPE 2843 Bargaining	25-Sep-23					\$ 200.00	\$ 200.00
CUPE 2843 Bargaining	27-Sep-23					\$ 200.00	\$ 200.00
ASBA FGM	Nov 19-21	\$ 481.71		\$ 521.16		\$ 600.00	\$ 1,602.87
Totals		\$ 481.71	\$ -	\$ 521.16	\$ -	\$ 1,000.00	\$ 2,002.87

NAME: Light, Christine (14233)

DATES: From: 19-Nov-2023 To: 21-Nov-2023

FUNCTION or MEETING: ASBA FGM Check if Travel is in the USA:

LOCATION: Edmonton

EXPENSES:

1. MEALS:	Enter GST on Invoice	Section Total
Breakfast @ \$ 15.00 \$ 0.00		
Lunch @ \$ 20.00 \$ 0.00		
Dinner @ \$ 30.00 \$ 0.00		
Gratuity automatically calculated @ .15 % \$ 0.00	\$	0.00 (1)
2. HOTELS:		
Hotel: Enter total invoice amount - attach vouchers:	\$ 481.71 \$	18.43
Private Accommodation: @ \$ 20.00 \$ 0.00	\$	481.71 (2)
3. TRANSPORTATION COSTS:		
A) Economy Air Fair: Enter total invoice amount - attach receipts	\$	\$
Taxi Fares - State number of trips:	\$	
OR B) Car Expenses		
1032 KMS @ \$.505 \$ 521.16	\$	521.16 (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):	24.82	TOTAL EXPENSES CLAIMED:	(1+2+3+4+5) \$ 1002.87
GST on Invoices:	18.43	Less: ADVANCE	\$
Total GST:	43.25	NET TOTAL TO BE PAID:	\$ 1002.87

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

APPROVAL SECTION

Task ID: 0000253154 - Created: 22-Nov-2023 10:19.30 AM - By: Christine Light - Processed: 22-Nov-2023 10:20.12 AM - By: Christine Lee



Action Taken: No Objection

ACCOUNTS PAYABLE CLERK SECTION

Task ID: 0000253154 - Created: 22-Nov-2023 10:20.12 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="463.28"/>	<input type="text" value="18.43"/>	<input type="text" value="481.71"/>
Transportation Costs:	<input type="text" value="496.34"/>	<input type="text" value="24.82"/>	<input type="text" value="521.16"/>
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="959.62"/>	<input type="text" value="43.25"/>	<input type="text" value="1002.87"/>
		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="1002.87"/>

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"/> 		<input type="text" value="1002.87"/>	GST <input type="text" value="v"/>	<input type="text" value="43.25"/> 

-TRUSTEETRAV-BRDSYS-GEN-BOARD 

 Add GL

Total Without Taxes: 959.62
Tax Total: 43.25
Total With Taxes: 1002.87

Authorizer Comment

Invoice Has Not Been Created

The Westin Edmonton
 10135 100 St
 Edmonton, AB T5J 0N7
 Canada
 Tel: 780-426-3636 Fax: 780-428-1454



Christine Light
 Xxx
 Xxx, NE, 11111
 United States Of America

Page Number : 2 Invoice Nbr : 1000320997
 Guest Number : 1491388
 Folio ID : A
 Arrive Date : 19-NOV-23 17:41
 Depart Date : 21-NOV-23 10:26
 No. Of Guest : 1
 Room Number : 1801
 Marriott Bonvoy Number :

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EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room	GST	Tour Levy	Food\Bev	Phone	Other	Total	Payment
11-19-2023	229.00	11.79	9.43	0.00	0.00	46.77	296.99	0.00
11-20-2023	289.00	14.88	11.91	0.00	0.00	48.57	364.36	0.00
11-21-2023	-160.00	-8.24	-6.59	0.00	0.00	-4.80	-179.63	-481.72
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Total	358.00	18.43	14.75	0.00	0.00	90.54	481.72	-481.72

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