

**Trustee Professional Development & Travel Expenses**  
**Trustee - Christine Light**  
**Period- September 1, 2024 November 30, 2024**

<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 Board Chairs Meeting	25-Sep-24			\$ 225.50		\$ 200.00	\$ 425.50
CUPE 2843 Negotiations	13-Nov-24					\$ 200.00	\$ 200.00
ASBA FGM	November 17-19, 2024			\$ 556.60		\$ 600.00	\$ 1,156.60
							\$ -
<b>Totals</b>		\$ -	\$ -	\$ 782.10	\$ -	\$ 1,000.00	\$ 1,782.10

**NAME:** Light, Christine (14233)

**DATES:** From: 17-Nov-2024 To: 19-Nov-2024

**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)
<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:		\$		
<b>OR</b> B) Car Expenses	Edmonton			
	1012 KMS	@ \$ .55	\$ 556.60	556.60 (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):	26.50	<b>TOTAL EXPENSES CLAIMED:</b>	(1+2+3+4+5)	\$ 556.60
GST on Invoices:	0.00	Less: ADVANCE		\$
Total GST:	26.50	<b>NET TOTAL TO BE PAID:</b>		\$ 556.60

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

**APPROVAL SECTION**

Task ID: 0000290584 - Created: 20-Nov-2024 06:12.56 PM - By: Christine Light - Processed: 20-Nov-2024 06:40.51 PM - By: Christine Lee



Action Taken: No Objection

**ACCOUNTS PAYABLE CLERK SECTION**

Task ID: 0000290584 - Created: 20-Nov-2024 06:40.51 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="530.10"/>	<input type="text" value="26.50"/>	<input type="text" value="556.60"/>
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"/>
<b>Expenses Claimed:</b>	<input type="text" value="530.10"/>	<input type="text" value="26.50"/>	<input type="text" value="556.60"/>
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"/>
<b>NET TOTAL TO BE PAID:</b>			<input type="text" value="556.60"/>

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"/>		<input type="text"/>	<input type="text" value="v"/>	<input type="text"/>
<b>Total Without Taxes:</b>				<b>0.00</b>
<b>Tax Total:</b>				<b>0.00</b>
<b>Total With Taxes:</b>				<b>0.00</b>

**Authorizer Comment**

Invoice Has Not Been Created