Trustee Professional Development & Travel Expenses
Trustee - Christine Light
Period- March 1, 2025 - May 31, 2025

Event or Expenditure item	Dates	Hotel	Flight	Mileage	Other	Per Diem	Total
NSBA 2025	April 3-7, 2025	$ 1,605.24	$ 933.67	$ 431.60	$ 1,781.40	$ 1,000.00	**$ 5,751.91**
							$ -
Total		**$ 1,605.24**	**$ 933.67**	**$ 431.60**	**$ 1,781.40**	**$ 1,000.00**	**$ 5,751.91**

NAME:		Light, Christine (14233)		
DATES:	From:	03-Apr-2025	To:	07-Apr-2025
FUNCTION or MEETING:		NSBA Conference	Check if Travel is in the USA:	☑
LOCATION:		Atlanta, Georgia		

EXPENSES:

						Enter GST on Invoice	Section Total	
1. MEALS:								
	Breakfast	05	@ $	15.00	$ 75.00			
	Lunch	05	@ $	20.00	$ 100.00			
	Dinner	05	@ $	30.00	$ 150.00			
	Gratuity automatically calculated		@	.15 %	$ 48.75		$ 373.75	(1)
2. HOTELS:								
	Hotel: Enter total invoice amount - attach vouchers:				$ 1605.24	$		
	Private Accommodation:		@ $	20.00	$ 0.00		$ 1605.24	(2)
3. TRANSPORTATION COSTS:								
	A) Economy Air Fair: Enter total invoice amount - attach receipts				$ 84	$		
	Taxi Fares - State number of trips:		02		$ 122.10			
OR	B) Car Expenses	Calgary						
		410 KMS	@ $	.55	$ 225.50		$ 431.60	(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):	26.21	**TOTAL EXPENSES CLAIMED:**	(1+2+3+4+5)	$	2410.59
GST on Invoices:	0.00	Less: ADVANCE		$	
Total GST:	26.21	**NET TOTAL TO BE PAID:**		$	2410.59

HONORARIA:	Half Day(s)	Full Day(s)
PER DIEM ALLOWANCE:	Half Day(s)	05 Full Day(s)

APPROVAL SECTION

Task ID: 0000308168 - Created: 23-Apr-2025 06:19.09 PM - By: Christine Light - Processed: 24-Apr-2025 08:00.56 AM - By: Christine Lee

Action Taken: No Objection

ACCOUNTS PAYABLE CLERK SECTION

Task ID: 0000308168 - Created: 24-Apr-2025 08:00.57 AM - By: Christine Lee

Travel & Expense Calculator

Section		Amount Claimed Less GST	GST	Total
Meals:		358.27	15.48	373.75
Hotels:		1605.24	0.00	1605.24
Transportation Costs:		420.86	10.74	431.60
Registration Fees:		0.00	0.00	0.00
Technology Costs:		0.00	0.00	0.00
Expenses Claimed:		2384.37	26.22	2410.59
			Less: ADVANCE	0.00
U.S. Dollars:		Exchange Rate:	Exchange:	0.00
			NET TOTAL TO BE PAID:	2410.59

Vendor Number:	EM14233	**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
170104000100032 **-TRUSTEETRAV-BRDSYS-GEN-BOARD**	✓	2410.59	GST	26.22

Add GL

Total Without Taxes:	**2384.37**
Tax Total:	**26.22**
Total With Taxes:	**2410.59**

Authorizer Comment

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Invoice Has Not Been Created

: Calgary International Airpo
2000 Airport Road NE
Calgary, AB T2E 6W5
GST: 122556194RT0001
Calgary AB T2E 6W5
Email - parking@yyc.com
Tel : +1 403-250-7275
GST : R122556194

--------------- PAYMENT RECEIPT ---------------

Printed : 08/04/25 13:39:34
Receipt No. : 103710-1734554630
Invoice No. : 103710-1734554630
Ticket No. : 103706-25040307034812
Operation : Parking time to pay
Entry : 03/04/25 07:03:49
Curr. Payment: 08/04/25 13:39:33
Duration : 5 d 6 h 35 m
Details : 80.00 CAD 4.00 CAD (5%)

Amount : 84.00 CAD

----------------- RECEIPT -----------------

Apr 08 2025 13:39
TRANSACTION RECORD
CREDIT

Card Number : ************8631
Card Type : MASTERCARD
Trans. Type : PURCHASE
Card Entry : TAP_CHIP
Auth # : 07870E
Sequence # : 128301
Ref. # : 128301
Merchant ID : ***4541
Terminal # : ****3068
Amount $CAD 84.00
PAYMENT_NETWORK: MASTERCARD
Authorization Mode: Issuer
APPROVAL : 07870E
APP : Mastercard
AID : A0000000041010
TC : EEF27C5D984D1659
TVR : 0000008001
IAD : 3610A04003220000000000
000000000000FF
ARQC : EEF27C5D984D1659

*** CUSTOMER COPY ***

Thankyou / Merci
Safe Travels
Bon Voyage

BMO AIR MILES World Mastercard

BMO

Christine A Light
Card number: XXXX XXXX XXXX 2230

Transactions since your last statement

TRANS DATE	POSTING DATE	DESCRIPTION	AMOUNT ($)
Card number: **XXXX XXXX XXXX 2230**		**CHRISTINE A LIGHT**	
[redacted]			
Apr. 3	Apr. 4	USD 50.02@1.471411435 SQ *YOSEF YIBSSA Atlanta GA	73.60
[redacted]			

(continued on next page)

BMO AIR MILES World Mastercard

Christine A Light
Card number: XXXX XXXX XXXX 2230

BMO

Transactions since your last statement (continued)

TRANS DATE	POSTING DATE	DESCRIPTION	AMOUNT ($)
[redacted]			
Apr. 8	Apr. 8	USD 33.09@1.465699607 LYFT *RIDE TUE 5AM SAN FRANCISCOCA	48.50
[redacted]			
Apr. 8	Apr. 10	CALGARY AIRPORT EXIT T CALGARY AB	84.00
[redacted]			

Transactions since your last statement (continued)

TRANS DATE	POSTING DATE	DESCRIPTION	AMOUNT ($)
[redacted]			
Apr. 8	Apr. 9	USD 1363.5@1.471617161 HILTON GARDEN INN ATLA ATLANTA GA	2,006.55
[redacted]			

Hilton Garden Inn

Hilton Garden Inn - Atlanta Downtown, GA
275 Baker Street NW, Atlanta 30313 US
4045772001
ATLDO_GM@HILTON.COM

Date Range: 2025-04-03 - 2025-04-08
Tax#/ID# :

Guest Folio

Confirmation Number - 3233030097

Primary Guest

Guest Name	LIGHT, CHRISTINE
Address	3413 SILVAN RD SOUTH
City, State, Zip Code	Lethbridge AB T1K3J6
Country	CA

ADDN GUESTS

Hilton Honors

Member
2398914941

Stay Details

Check In Date	Apr 03, 2025
Check Out Date	Apr 08, 2025
Room	K1RZ - 821
Source	OWN HOTEL
Guests	1/0

Company Details

Name
Tax#/ID#
PO Number
Account Name

Other Details

Bill Number	
Tax/Fee Exemption	NO
Tax/Fee Exempt Date	

Travel Agent

IATA
Name

Date	Type	Description	Amount
Apr 03, 2025	Charge	GUEST ROOM	$229.00
Apr 03, 2025	Tax	RM OCCUPANCY TAX	$18.32
Apr 03, 2025	Tax	RM STATE SALES TAX	$20.38
Apr 03, 2025	Tax	STATE HOTEL MOTEL FEE	$5.00
Apr 04, 2025	Charge	GUEST ROOM	$229.00
Apr 04, 2025	Tax	RM OCCUPANCY TAX	$18.32
Apr 04, 2025	Tax	RM STATE SALES TAX	$20.38
Apr 04, 2025	Tax	STATE HOTEL MOTEL FEE	$5.00
Apr 05, 2025	Charge	GUEST ROOM	$229.00
Apr 05, 2025	Tax	RM OCCUPANCY TAX	$18.32
Apr 05, 2025	Tax	RM STATE SALES TAX	$20.38
Apr 05, 2025	Tax	STATE HOTEL MOTEL FEE	$5.00
Apr 06, 2025	Charge	GUEST ROOM	$229.00
Apr 06, 2025	Tax	RM OCCUPANCY TAX	$18.32
Apr 06, 2025	Tax	RM STATE SALES TAX	$20.38
Apr 06, 2025	Tax	STATE HOTEL MOTEL FEE	$5.00
Apr 07, 2025	Charge	GUEST ROOM	~~$229.00~~
Apr 07, 2025	Tax	RM OCCUPANCY TAX	~~$18.32~~
Apr 07, 2025	Tax	RM STATE SALES TAX	~~$20.38~~
Apr 07, 2025	Tax	STATE HOTEL MOTEL FEE	~~$5.00~~

NOT CLAIMED

Summary

Type	Amount
GUEST ROOM	$1,145.00
RM OCCUPANCY TAX	$91.60
RM STATE SALES TAX	$101.90
STATE HOTEL MOTEL FEE	$25.00
Folio Balance	**$1,363.50**

TTL: $1090.80 USD

Check In Time 05:30 PM **Reservations hgi.com or +1-877-STAY-HGI**
Check Out Time

NAME:		**Light, Christine (14233)**		
DATES:	From:	**03-Apr-2025**	To:	**07-Apr-2025**
FUNCTION or MEETING:		**NSBA 2025**	Check if Travel is in the USA:	☑
LOCATION:		**Atlanta, Georgia**		

EXPENSES:

					Enter GST on Invoice		Section Total	
1. MEALS:								
	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:			$	$			
	Private Accommodation:	@ $	**20.00**	$ **0.00**		$	**0.00**	(2)
3. TRANSPORTATION COSTS:								
	A) Economy Air Fair: Enter total invoice amount - attach receipts			$ **933.67**	$ **39.40**			
	Taxi Fares - State number of trips:			$				
OR	B) Car Expenses							
	KMS	@ $	**.55**	$ **0.00**		$	**933.67**	(3)
4. REGISTRATION FEES:								
	Attach approved receipt or voucher			$ **1407.65**	$	$	**1407.65**	(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)	$	**2341.32**
GST on Invoices:	**39.40**	Less: ADVANCE		$	
Total GST:	**39.40**	**NET TOTAL TO BE PAID:**		$	**2341.32**

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

APPROVAL SECTION

Task ID: 0000299743 - Created: 07-Feb-2025 01:35.33 PM - By: Christine Light - Processed: 07-Feb-2025 01:45.34 PM - By: Christine Lee

Action Taken: No Objection

ACCOUNTS PAYABLE CLERK SECTION

Task ID: 0000299743 - Created: 07-Feb-2025 01:45.34 PM - By: Christine Lee

Travel & Expense Calculator

Section	Amount Claimed Less GST	GST	Total
Meals:	0.00	0.00	0.00
Hotels:	0.00	0.00	0.00
Transportation Costs:	894.27	39.40	933.67
Registration Fees:	1407.65	0.00	1407.65
Technology Costs:	0.00	0.00	0.00
Expenses Claimed:	2301.92	39.40	2341.32
		Less: ADVANCE	0.00
U.S. Dollars:	Exchange Rate:	Exchange:	0.00
		NET TOTAL TO BE PAID:	2341.32

Vendor Number: EM14233 **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
170104000100032 **-TRUSTEETRAV-BRDSYS-GEN-BOARD**	✓	2341.32	GST	39.40

Add GL

Total Without Taxes:	**2301.92**
Tax Total:	**39.40**
Total With Taxes:	**2341.32**

Authorizer Comment

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Invoice Has Not Been Created

eTicket Receipt

Prepared For
LIGHT/CHRISTINE MRS

RESERVATION CODE	YIZGFX
ISSUE DATE	13 Jan 25
TICKET NUMBER	8382193791605
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/SDX
FREQUENT FLYER NUMBER	WS112149881

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
03 Apr 25	WESTJET WS 1590	CALGARY INTL AB, CANADA Time 9:55am	ATLANTA, GA Time 4:19pm Terminal MAYNARD JACKSON INTL TERM	Fare EconoFlex Cabin ECONOMY Seat Number 10A Included Bags 1 PIECE Booking Status OK TO FLY Fare Basis QTND0ZFG Not Valid After 03 APR 26
08 Apr 25	WESTJET WS 1593	ATLANTA, GA Time 8:45am Terminal MAYNARD JACKSON INTL TERM	CALGARY INTL AB, CANADA Time 11:42am	Fare EconoFlex Cabin ECONOMY Seat Number 10A Included Bags 1 PIECE Booking Status OK TO FLY Fare Basis KTQD0ZFW Not Valid After 25 OCT 25

Allowances

Baggage Allowance

YYC to ATL - 1 Piece WESTJET , each piece up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

Prices of additional baggage pieces:

1. 75.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters**

ATL to YYC - 1 Piece WESTJET , each piece up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

Prices of additional baggage pieces:

1. 75.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters****bag fees apply at each check in location

ADDITIONAL ALLOWANCES AND/OR DISCOUNTS MAY APPLY DEPENDING ON FLYER-SPECIFIC FACTORS /E.G. FREQUENT FLYER STATUS/MILITARY/ CREDIT CARDFORM OF PAYMENT/EARLY PURCHASE OVER INTERNET,ETC

Carry On Allowances

YYC to ATL , ATL to YYC - 1 Piece (WS - WESTJET) carry on hand baggage

Carry On Charges

YYC to ATL , ATL to YYC - (WS - WESTJET) - Carry-on fees unknown - contact carrier

Payment/Fare Details

Form of Payment	**CREDIT CARD - MASTERCARD : XXXXXXXXXXXX 2230**
Fare Calculation Line	YYC WS ATL366.04WS YYC156.77NUC522.81END ROE1.409669 XFATL4.5
Fare	**CAD 736.99**
Taxes/Fees/Carrier-Imposed Charges	**CAD 16.08 CA4 (AIR TRAVELLERS SECURITY CHARGE)**
	CAD 37.65 XG8 (GOODS AND SERVICES TAX (GST))
	CAD 35.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))
	CAD 1.75 XG9 (GOODS AND SERVICES TAX (GST))
	CAD 65.90 US2 (TRANSPORTATION TAX (INTERNATIONAL))
	CAD 10.36 YC (CUSTOMS USER FEE)
	CAD 10.07 XY2 (IMMIGRATION USER FEE)
	CAD 5.34 XA (APHIS USER FEE)
	CAD 8.06 AY (SEPTEMBER 11TH SECURITY FEE)
	CAD 6.47 XF (PASSENGER FACILITY CHARGE)
Total	**CAD 933.67**

Positive identification required for airport check in

Notice:

QST # 1202807956TQ0001   GST # 866112535

**Checked baggage dimensions can be within 158 total centimeters (62 total inches) and not weighing more than 23 kilograms (50 pounds). Baggage exceeding the size or weight allowance is subject to applicable oversized weight and size restrictions and fees.

Baggage fees are charged in Canadian (CAD) dollars; for flight departures ourtside Canada, baggage fees will be converted and charged in the local currency of the departure country. GST is charged on all itineraries that origiante in Canada. Please see https://www.westjet.com/en-ca/flights/fees for more information.

Passengers embarking upon a journey involving an ultimate destination or a stop in a country other than the country of departure are advised that the provisions of an international treaty (the Warsaw Convention, the 1999 Montreal Convention, or other treaty), as well as a carrier's own contract of carriage or tariff provisions, may be applicable to their entire journey, including any portion entirely within the countries of departure and destination. The applicable treaty governs and may limit the liability of carriers to passengers for death or personal injury, destruction or loss of, or damage to, baggage, and for delay of passengers and baggage.

Additional protection can usually be obtained by purchasing insurance from a private company. Such insurance is not affected by any limitation of the carrier's liability under an international treaty. For further information please consult your airline or insurance company representative.

Data Protection Notice: Your personal data will be processed in accordance with the applicable carrier's privacy policy and, if your booking is made via a reservation system provider ("GDS"), with its privacy policy. These are available at http://www.iatatravelcenter.com/privacy or from the carrier or GDS directly. You should read this documentation, which applies to your booking and specifies, for example, how your personal data is collected, stored, used, disclosed and transferred. (applicable for interline carriage)

Important Legal Notices

BMO AIR MILES World Mastercard

BMO

Christine A Light
Card number: XXXX XXXX XXXX[redacted]

Transactions since your last statement

TRANS DATE	POSTING DATE	DESCRIPTION	AMOUNT ($)
Card number: **XXXX XXXX XXXX**[redacted]		**CHRISTINE A LIGHT**	
[redacted]			
		AB	
[redacted]			
Jan. 7	Jan. 8	USD 950@1.481736842 NSBA ALEXANDRIA VA	1,407.65
[redacted]			

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