



Greater St. Albert Catholic Schools

Trustee Becigneul Expense Summary

2017-2018 School Year



FTE: 1.0

Type	Description	Current Budget	Year To Date Expenses	Variance to Budget
Remuneration				
	Trustees Honorarium	\$11,609	\$11,609	0
	Per Diem (Trustee Budget)	\$3,040	\$3,040	0
Remuneration Total		\$14,649	\$14,649	0

Benefits				
	Life, AD&D, Ext Health, Dental, CPP, EI	\$5,302	\$5,301	1
Benefits Total		\$5,302	\$5,301	1

Allowances				
	General Expenses	\$1,745	\$1,742	3
	Position - N/A	\$0	\$0	0
Allowances Total		\$1,745	\$1,742	3

Expenses				
	Cell Phone Costs	\$0	\$0	0
	Dues,Fees, Memberships	\$4,034	\$4,031	3
	Meals And Hospitality	\$195	\$193	2
	Supplies/Other	\$0	\$0	0
	Travel to/from Board Meetings	\$0	\$0	0
	Travel (Trustee Budget)	\$4,020	\$4,018	2
	Budget Transfer Between Trustees	\$0	-	-
	Flexible Funds	\$0	-	-
Expenses Total		\$8,249	\$8,242	7

Trustee Budget Totals	\$29,945	\$29,935	\$10
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Per Diems Charged to General Trustee Budget	\$240
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Travel Charged to General Trustee Budget	\$0
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Trustee: Becigneul, Joe

Total Reimbursement

\$499.32

Dates Covered by Claim: From: Sep 01, 17

To: Oct 31, 17

Spg: 04

Account to Charge:										
Date	Event Description	Category	Location	General or Trustee	No. of Hours	Mileage (in km)	Parking	Other	GST included in Other	Details of Other
Sep 13, 17	Chamber of Commerce Business at lunch	Chamber of Commerce	Vee Room - Century Casino	General	2					
Sep 19, 17	NMR Parent Advisory Council	School Council	NMR School	Trustee	1					
Sep 26, 17	VJM Parent Advisory Council	School Council	VJM School	Trustee	1					
Sep 29, 17	ASBA Zone 2/3	ASBA Zone	St. Anthony Centre	General	5	41.0	\$8.00			
Oct 11, 17	Chamber of Commerce Business at lunch	Chamber of Commerce	St. Albert Curling Club	General	2					
Oct 27, 17	Starfest Fundraising Dinner	Other	Santa Maria Goretti	Trustee				\$150.00		
Nov 01, 17	VGS Parent Advisory Council	School Council	VG School	Trustee	1					
TOTALS	Number of Events: 7				12	41.0	\$8.00	\$150.00	\$0.00	

Note: All mileage, regardless if designated as general or trustee for per diem purposes, is charged to the trustee budget.

Note: The amount of taxable mileage to be included on your T4 from this claim is \$0.00

Comments / Explanation:

Trustee Expense Calculation	General Account	Trustee Account	Total Reimbursement to Trustee
Number of Hours charged	9	3	
Number of Per Diems	3	1	
Per Diem Claim Amount: \$80 each	\$240.00	\$80.00	\$320.00
Non-Taxable Mileage in KM	n/a	41.0	
Non-Taxable Mileage at \$0.52 / KM	n/a	\$21.32	\$21.32
Taxable Mileage in KM	n/a	0.0	
Taxable Mileage at \$0.52 / KM	n/a	\$0.00	\$0.00
Parking	n/a	\$8.00	\$8.00
Other	\$0.00	\$150.00	\$150.00
Total Expenses	\$240.00	\$259.32	\$499.32

I certify that this claim is correct

"submitted electronically via Trustee email"

Trustee Signature

Finance Dept Only				AP Processing			
TR- 01127				Vendor ID#: EM14092			
				General Acct:	Amount w/gst	GST in amt	
				Other	\$0.00	\$0.00	
				Other			
Payroll Processing				Trustee Acct:			
Per Diem: G	1-463-07-01-00-000-08	3 x \$80	\$240.00	Non-Taxable Mileage	1-462-07-01-04-000-08	\$21.32	\$1.02
				Taxable Mileage	1-462-07-01-04-003-08	\$0.00	\$0.00
Per Diem: T	1-463-07-01-04-000-08	1 x \$80	\$80.00	Parking	1-462-07-01-04-000-08	\$8.00	\$0.38
				Other	1-552-07-01-04-000-08	\$150.00	\$0.00
PAYROLL Total				Other			
				AP Total		\$179.32	\$1.40

"reviewed by Chair & authorized by email"

Board Chair/Vice-Chair Authorization for General Account Expenses

- authorized for payment & posting

Secretary Treasurer's Signature

Trustee Expense Claim Form for 2017-2018

v 5.0

TR- 01132



Trustee: Becigneul, Joe

Total Reimbursement

\$2,052.33

Dates Covered by Claim: From: Sep 29, 17

To: Nov 30, 17

Spg: 04

Account to Charge:										
Date	Event Description	Category	Location	General or Trustee	No. of Hours	Mileage (in km)	Parking	Other	GST included in Other	Details of Other
Sep 29, 17	ASBA Zone 2 / 3 (carried over)	ASBA Zone	St. Anthony Centre	General	1					
Nov 16, 17	Bertha Kennedy School Council	School Council	Bertha Kennedy School	Trustee	2					
Nov 17, 17	ACSTA AGM (New Trustee Orientation)	Conventions	Westin Hotel - Edmonton	Trustee	3	20.0	\$20.00		\$0.95	
Nov 17, 17	ACSTA AGM Opening	Conventions	Westin Hotel - Edmonton	Trustee	3					
Nov 18, 17	ACSTA AGM	Conventions	Westin Hotel - Edmonton	Trustee	9					
Nov 19, 17	ACSTA AGM	Conventions	Westin Hotel - Edmonton	Trustee	3					
Nov 19, 17	ASBA AGM Opening	Conventions	Westin Hotel - Edmonton	Trustee	2					
Nov 19, 17	Dinner	Conventions	Craft Beer Market	Trustee				\$37.00	\$1.53	Dinner (food only)
Nov 20, 17	ASBA AGM	Conventions	Westin Hotel - Edmonton	Trustee	7					
Nov 21, 17	ASBA AGM	Conventions	Westin Hotel - Edmonton	Trustee	8					
Nov 21, 17	ACSTA / ASBA Hotel and parking - 4 nights	Conventions	Westin Hotel - Edmonton	Trustee		20.0	\$138.60	\$583.81	\$41.64	Room charges less \$179.63 deposit
Nov 24, 17	ASBA Zone 2 / 3	ASBA Zone	St. Anthony Centre	General	5	41.0	\$10.00		\$0.48	
Nov 28, 17	Neil M. Ross School Council	School Council	NMR School	Trustee	2					
Nov 30, 17	St. Kateri Open House	School Events	MCCC	Trustee		40.0				
TOTALS	Number of Events: 14				45	121.0	\$168.60	\$620.81	\$44.60	

Note: All mileage, regardless if designated as general or trustee for per diem purposes, is charged to the trustee budget.

Note: The amount of taxable mileage to be included on your T4 from this claim is \$0.00

Comments / Explanation:

Trustee Expense Calculation	General Account	Trustee Account	Total Reimbursement to Trustee
Number of Hours charged	6	39	
Number of Per Diems	2	13	
Per Diem Claim Amount: \$80 each	\$160.00	\$1,040.00	\$1,200.00
Non-Taxable Mileage in KM	n/a	121.0	
Non-Taxable Mileage at \$0.52 / KM	n/a	\$62.92	\$62.92
Taxable Mileage in KM	n/a	0.0	
Taxable Mileage at \$0.52 / KM	n/a	\$0.00	\$0.00
Parking	n/a	\$168.60	\$168.60
Other	\$0.00	\$620.81	\$620.81
Total Expenses	\$160.00	\$1,892.33	\$2,052.33

I certify that this claim is correct

"submitted electronically via Trustee email"

Trustee Signature

Finance Dept Only				AP Processing			
TR- 01132				Vendor ID#: EM14092			
				General Acct:	Amount w/gst	GST in amt	
				Other	\$0.00	\$0.48	
				Other			
Payroll Processing				14092	Trustee Acct:		
Per Diem: G	1-463-07-01-00-000-08	2 x \$80	\$160.00	Non-Taxable Mileage	1-462-07-01-04-000-08	\$62.92	\$3.00
				Taxable Mileage	1-462-07-01-04-003-08	\$0.00	\$0.00
Per Diem: T	1-463-07-01-04-000-08	13 x \$80	\$1,040.00	Parking	1-462-07-01-04-000-08	\$168.60	\$8.03
				Other	1-462-07-01-04-000-08	\$620.81	\$44.12
				Other			
PAYROLL Total							
				\$1,200.00	AP Total	\$852.33	\$55.63

"reviewed by Chair & authorized by email"

Board Chair/Vice-Chair Authorization for General Account Expenses

- authorized for payment & posting

Secretary Treasurer's Signature



Trustee: Becigneul, Joe

Total Reimbursement

\$271.32

Dates Covered by Claim: From: Jan 02, 18

To: Jan 31, 18

Spg: 04

Account to Charge:										
Date	Event Description	Category	Location	General or Trustee	No. of Hours	Mileage (in km)	Parking	Other	GST included in Other	Details of Other
Jan 16, 18	NMR Parent Advisory Council	School Council	NMR School	Trustee	2					
Jan 18, 18	BK Parent Advisory Council	School Council	BK School	Trustee	1					
Jan 19, 18	Zone 2 / 3 Meeting	ASBA Zone	St. Anthony Centre	General	6	41.0	\$10.00			
TOTALS	Number of Events: 3				9	41.0	\$10.00	\$0.00	\$0.00	

Note: All mileage, regardless if designated as general or trustee for per diem purposes, is charged to the trustee budget.

Note: The amount of taxable mileage to be included on your T4 from this claim is \$0.00

Comments / Explanation:

Trustee Expense Calculation	General Account	Trustee Account	Total Reimbursement to Trustee
Number of Hours charged	6	3	
Number of Per Diems	2	1	
Per Diem Claim Amount: \$80 each	\$160.00	\$80.00	\$240.00
Non-Taxable Mileage in KM	n/a	41.0	
Non-Taxable Mileage at \$0.52 / KM	n/a	\$21.32	\$21.32
Taxable Mileage in KM	n/a	0.0	
Taxable Mileage at \$0.52 / KM	n/a	\$0.00	\$0.00
Parking	n/a	\$10.00	\$10.00
Other	\$0.00	\$0.00	\$0.00
Total Expenses	\$160.00	\$111.32	\$271.32

I certify that this claim is correct

"submitted electronically via Trustee email"

Trustee Signature

Finance Dept Only				AP Processing			
TR- 01146				Vendor ID#: EM14092			
				General Acct:	Amount w/gst	GST in amt	
				Other	\$0.00	\$0.00	
				Other			
Payroll Processing				Trustee Acct:			
Per Diem: G	1-463-07-01-00-000-08	2 x \$80	\$160.00	Non-Taxable Mileage	1-462-07-01-04-000-08	\$21.32	\$1.02
				Taxable Mileage	1-462-07-01-04-003-08	\$0.00	\$0.00
Per Diem: T	1-463-07-01-04-000-08	1 x \$80	\$80.00	Parking	1-462-07-01-04-000-08	\$10.00	\$0.48
				Other		\$0.00	\$0.00
				Other			
PAYROLL Total				AP Total		\$31.32	\$1.50

"reviewed by Chair & authorized by email"

Board Chair/Vice-Chair Authorization for General Account Expenses

DS - authorized for payment & posting

Secretary Treasurer's Signature

Trustee: **Becigneul, Joe**

Total Reimbursement

\$480.12Dates Covered by Claim: From: **Feb 01, 18**To: **Feb 28, 18**

Spg: 04

Account to Charge:										
Date	Event Description	Category	Location	General or Trustee	No. of Hours	Mileage (in km)	Parking	Other	GST included in Other	Details of Other
Feb 07, 18	Trustee Remuneration Meeting	Committee Meeting	GSACRD DO	General	3					
Feb 09, 18	Partners in Education Lunch	Other	Westin - Edmonton	General	3	40.0	\$28.00			
Feb 15, 18	BK Parent Advisory Council	School Council	BK School	Trustee	2					
Feb 20, 18	NMR Parent Advisory Council	School Council	NMR School	Trustee	1					
Feb 23, 18	Zone 2 / 3 Meeting	ASBA Zone	St. Anthony Centre	General	6	41.0	\$10.00			
TOTALS	Number of Events: 5				15	81.0	\$38.00	\$0.00	\$0.00	

Note: All mileage, regardless if designated as general or trustee for per diem purposes, is charged to the trustee budget.

Note: The amount of taxable mileage to be included on your T4 from this claim is \$0.00

Comments / Explanation:

Trustee Expense Calculation	General Account	Trustee Account	Total Reimbursement to Trustee
Number of Hours charged	12	3	
Number of Per Diems	4	1	
Per Diem Claim Amount: \$80 each	\$320.00	\$80.00	\$400.00
Non-Taxable Mileage in KM	n/a	81.0	
Non-Taxable Mileage at \$0.52 / KM	n/a	\$42.12	\$42.12
Taxable Mileage in KM	n/a	0.0	
Taxable Mileage at \$0.52 / KM	n/a	\$0.00	\$0.00
Parking	n/a	\$38.00	\$38.00
Other	\$0.00	\$0.00	\$0.00
Total Expenses	\$320.00	\$160.12	\$480.12

I certify that this claim is correct

"submitted electronically via Trustee email"

Trustee Signature

Finance Dept Only				AP Processing		Vendor ID#: EM14092	
TR- 01153				General Acct:		Amount w/gst	GST in amt
				Other		\$0.00	\$0.00
				Other			
Payroll Processing				Trustee Acct:			
Per Diem: G	1-463-07-01-00-000-08	4 x \$80	\$320.00	Non-Taxable Mileage	1-462-07-01-04-000-08	\$42.12	\$2.01
				Taxable Mileage	1-462-07-01-04-003-08	\$0.00	\$0.00
Per Diem: T	1-463-07-01-04-000-08	1 x \$80	\$80.00	Parking	1-462-07-01-04-000-08	\$38.00	\$1.81
				Other		\$0.00	\$0.00
PAYROLL Total				Other			
				AP Total		\$80.12	\$3.82

"reviewed by Chair & authorized by email"

**Board Chair/Vice-Chair Authorization for
General Account Expenses**

- authorized for payment & posting

Secretary Treasurer's Signature

Trustee: **Becigneul, Joe**

Total Reimbursement

\$474.48Dates Covered by Claim: From: **Feb 20, 18**To: **Mar 16, 18**

Spg: 04

Account to Charge:										
Date	Event Description	Category	Location	General or Trustee	No. of Hours	Mileage (in km)	Parking	Other	GST included in Other	Details of Other
Mar 07, 18	St. Kateri Open House - Morinville	Community Conversations	MCCC	General		45.0				
Mar 07, 18	VG Parent Advisory Council	School Council	VG School	Trustee	2					
Mar 13, 18	NMR Parent Advisory Council	School Council	NMR School	Trustee	1					
Mar 15, 18	Zone 2/3 Advocacy Event	ASBA Zone	Royal Glenora Club	General	3	39.0				
Mar 15, 18	BK Parent Advisory Council	School Council	BK School	Trustee	2					
Mar 16, 18	Zone 2/3 Meeting	ASBA Zone	St. Anthony Centre	General	6	40.0	\$10.00			
Feb 20, 18	NMR Parent Advisory Council	School Council	NMR School	Trustee	1					
TOTALS	Number of Events: 7				15	124.0	\$10.00	\$0.00	\$0.00	

Note: All mileage, regardless if designated as general or trustee for per diem purposes, is charged to the trustee budget.

Note: The amount of taxable mileage to be included on your T4 from this claim is \$0.00

Comments / Explanation:

Trustee Expense Calculation	General Account	Trustee Account	Total Reimbursement to Trustee
Number of Hours charged	9	6	
Number of Per Diems	3	2	
Per Diem Claim Amount: \$80 each	\$240.00	\$160.00	\$400.00
Non-Taxable Mileage in KM	n/a	124.0	
Non-Taxable Mileage at \$0.52 / KM	n/a	\$64.48	\$64.48
Taxable Mileage in KM	n/a	0.0	
Taxable Mileage at \$0.52 / KM	n/a	\$0.00	\$0.00
Parking	n/a	\$10.00	\$10.00
Other	\$0.00	\$0.00	\$0.00
Total Expenses	\$240.00	\$234.48	\$474.48

I certify that this claim is correct

"submitted electronically via Trustee email"

Trustee Signature

"reviewed by Vice-Chair & authorized by email"

**Board Chair/Vice-Chair Authorization for
General Account Expenses**

- authorized for payment & posting

Secretary Treasurer's Signature

Finance Dept Only				AP Processing			Vendor ID#: EM14092	
TR- 01158				General Acct:		Amount w/gst	GST in amt	
				Other		\$0.00	\$0.00	
				Other				
Payroll Processing				14092	Trustee Acct:			
Per Diem: G	1-463-07-01-00-000-08	3 x \$80	\$240.00		Non-Taxable Mileage	1-462-07-01-04-000-08	\$64.48	\$3.07
					Taxable Mileage	1-462-07-01-04-003-08	\$0.00	\$0.00
Per Diem: T	1-463-07-01-04-000-08	2 x \$80	\$160.00		Parking	1-462-07-01-04-000-08	\$10.00	\$0.48
					Other		\$0.00	\$0.00
PAYROLL Total					Other			
					AP Total		\$74.48	\$3.55



**Greater St. Albert
Catholic Schools**

		Total Reimbursement
Trustee:	Becigneul, Joe	\$292.31

Dates Covered by Claim: From: Apr 01, 18

To: Apr 30, 18

Spg: 04

Account to Charge:										
Date	Event Description	Category	Location	General or Trustee	No. of Hours	Mileage (in km)	Parking	Other	GST included in Other	Details of Other
Apr 04, 18	VG Parent Advisory Council	School Council	Vital Grandin School	Trustee	1					
Apr 11, 18	Chamber Luncheon (Alternate)	Chamber of Commerce	Vee Room Century Casino	General	2					
Apr 14, 18	Mayor's Prayer Breakfast	Other	Red Willow Place	Trustee				\$21.51		
Apr 19, 18	BK Parent Advisory Council	School Council	Bertha Kennedy Catholic School	Trustee	2					
Apr 27, 18	Zone 2/3 Meeting	ASBA Zone	St. Anthony Centre	General	4	40.0	\$10.00			
TOTALS	Number of Events: 5				9	40.0	\$10.00	\$21.51	\$0.00	

Note: All mileage, regardless if designated as general or trustee for per diem purposes, is charged to the trustee budget.

Note: The amount of taxable mileage to be included on your T4 from this claim is \$0.00

Trustee Expense Calculation	General Account	Trustee Account	Total Reimbursement to Trustee
Number of Hours charged	6	3	
Number of Per Diems	2	1	
Per Diem Claim Amount: \$80 each	\$160.00	\$80.00	\$240.00
Non-Taxable Mileage in KM	n/a	40.0	
Non-Taxable Mileage at \$0.52 / KM	n/a	\$20.80	\$20.80
Taxable Mileage in KM	n/a	0.0	
Taxable Mileage at \$0.52 / KM	n/a	\$0.00	\$0.00
Parking	n/a	\$10.00	\$10.00
Other	\$0.00	\$21.51	\$21.51
Total Expenses	\$160.00	\$132.31	\$292.31

Comments / Explanation:

Finance Dept Only				AP Processing		Vendor ID#: EM14092	
TR- 01164				General Acct:		Amount w/gst	GST in amt
				Other		\$0.00	\$0.00
				Other			
Payroll Processing 14092				Trustee Acct:			
Per Diem: G	1-463-07-01-00-000-08	2 x \$80	\$160.00	Non-Taxable Mileage	1-462-07-01-04-000-08	\$20.80	\$0.99
				Taxable Mileage	1-462-07-01-04-003-08	\$0.00	\$0.00
Per Diem: T	1-463-07-01-04-000-08	1 x \$80	\$80.00	Parking	1-462-07-01-04-000-08	\$10.00	\$0.48
				Other	1-552-07-01-00-000-08	\$21.51	\$0.00
PAYROLL Total \$240.00				Other			
				AP Total		\$52.31	\$1.47

I certify that this claim is correct

"submitted electronically via Trustee email"

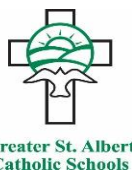
Trustee Signature

"reviewed by Chair & authorized by email"

**Board Chair/Vice-Chair Authorization for
General Account Expenses**

DL - authorized for payment & posting

Secretary Treasurer's Signature



Trustee:

Becigneul, Joe

Total Reimbursement
\$1,172.16

Dates Covered by Claim: From:

May 01, 18

To:

Jun 08, 18

Spg: 04

				Account to Charge:						
Date	Event Description	Category	Location	General or Trustee	No. of Hours	Mileage (in km)	Parking	Other	GST included in Other	Details of Other
Apr 27, 18	Zone 2/3 Meeting (carry over)	ASBA Zone	St. Anthony Centre	General	1					
May 02, 18	VGS Parent Advisory Council	School Council	Vital Grandin School	Trustee	2					
May 09, 18	Chamber of Commerce Business at Lunch	Chamber of Commerce	Kinsmen Banquet Centre	General	2					
May 17, 18	BK Parent Advisory Council	School Council	Bertha Kennedy School	Trustee	2					
May 24, 18	School Boards Joint Meeting	School Boards Meeting	St. Albert Place - Progress Hall	General	3					
May 25, 18	ASBA Zone 2/3 Meeting	ASBA Zone	Chateau Louis Conference Centre	General	3	29.0				
May 25, 18	Edwin Parr Awards	ASBA Provincial	Chateau Louis Conference Centre	General	3	29.0				
May 29, 18	NMR School Council Meeting	School Council	Neil M. Ross School	Trustee	2					
Jun 03, 18	ASBA SGM	ASBA Provincial	Red Deer Sheraton	Trustee	2	175.0				
Jun 04, 18	ASBA SGM	ASBA Provincial	Red Deer Sheraton	Trustee	9					
Jun 05, 18	ASBA SGM	ASBA Provincial	Red Deer Sheraton	Trustee	7	175.0				
TOTALS	Number of Events: 11				36	408.0	\$0.00	\$0.00	\$0.00	

Note: All mileage, regardless if designated as general or trustee for per diem purposes, is charged to the trustee budget.

Note: The amount of taxable mileage to be included on your T4 from this claim is \$0.00

Comments / Explanation:

Trustee Expense Calculation	General Account	Trustee Account	Total Reimbursement to Trustee
Number of Hours charged	12	24	
Number of Per Diems	4	8	
Per Diem Claim Amount: \$80 each	\$320.00	\$640.00	\$960.00
Non-Taxable Mileage in KM	n/a	408.0	
Non-Taxable Mileage at \$0.52 / KM	n/a	\$212.16	\$212.16
Taxable Mileage in KM	n/a	0.0	
Taxable Mileage at \$0.52 / KM	n/a	\$0.00	\$0.00
Parking	n/a	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
Total Expenses	\$320.00	\$852.16	\$1,172.16

I certify that this claim is correct

"submitted electronically via Trustee email"

Trustee Signature

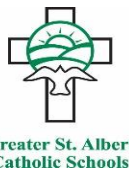
"reviewed by Chair & authorized by email"

Board Chair/Vice-Chair Authorization for General Account Expenses

DLG - authorized for payment & posting

Secretary Treasurer's Signature

Finance Dept Only				AP Processing		Vendor ID#: EM14092		
TR- 01171				General Acct:		Amount w/gst	GST in amt	
				Other		\$0.00	\$0.00	
				Other				
Payroll Processing				14092 <th colspan="3">Trustee Acct:</th>	Trustee Acct:			
Per Diem: G	1-463-07-01-00-000-08	4 x \$80	\$320.00		Non-Taxable Mileage	1-462-07-01-04-000-08	\$212.16	\$10.10
					Taxable Mileage	1-462-07-01-04-003-08	\$0.00	\$0.00
Per Diem: T	1-463-07-01-04-000-08	8 x \$80	\$640.00		Parking	1-462-07-01-04-000-08	\$0.00	\$0.00
					Other		\$0.00	\$0.00
PAYROLL Total			\$960.00		Other			
					AP Total		\$212.16	\$10.10



		Total Reimbursement
Trustee:	Becigneul, Joe	\$880.00

Dates Covered by Claim: From: Jun 13, 18

To: Jul 07, 18

Spg: 04

Account to Charge:										
Date	Event Description	Category	Location	General or Trustee	No. of Hours	Mileage (in km)	Parking	Other	GST included in Other	Details of Other
Jun 13, 18	BK Parent Advisory Council	School Council	Bertha Kennedy School	Trustee	2					
Jun 22, 18	BK Year end BBQ	School Events	Bertha Kennedy School	Trustee	1					
Jul 04, 18	CSBA (FNMI Gathering)	Conventions	Westin Hotel, Halifax, N.S.	Trustee	9					
Jul 05, 18	CSBA (FNMI Gathering)	Conventions	Westin Hotel, Halifax, N.S.	Trustee	6					
Jul 05, 18	CSBA Congress	Conventions	Westin Hotel, Halifax, N.S.	Trustee	3					
Jul 06, 18	CSBA Congress	Conventions	Westin Hotel, Halifax, N.S.	Trustee	6					
Jul 07, 18	CSBA Congress	Conventions	Westin Hotel, Halifax, N.S.	Trustee	6					
TOTALS	Number of Events: 7				33	0.0	\$0.00	\$0.00	\$0.00	

Note: All mileage, regardless if designated as general or trustee for per diem purposes, is charged to the trustee budget.

Note: The amount of taxable mileage to be included on your T4 from this claim is \$0.00

Trustee Expense Calculation	General Account	Trustee Account	Total Reimbursement to Trustee
Number of Hours charged	0	33	
Number of Per Diems	0	11	
Per Diem Claim Amount: \$80 each	\$0.00	\$880.00	\$880.00
Non-Taxable Mileage in KM	n/a	0.0	
Non-Taxable Mileage at \$0.52 / KM	n/a	\$0.00	\$0.00
Taxable Mileage in KM	n/a	0.0	
Taxable Mileage at \$0.52 / KM	n/a	\$0.00	\$0.00
Parking	n/a	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
Total Expenses	\$0.00	\$880.00	\$880.00

Comments / Explanation:

Finance Dept Only				AP Processing		Vendor ID#: EM14092		
TR- 01181				General Acct:		Amount w/gst	GST in amt	
				Other		\$0.00	\$0.00	
				Other				
Payroll Processing 14092				Trustee Acct:				
Per Diem: G		1-463-07-01-00-000-08	0 x \$80	\$0.00	Non-Taxable Mileage	1-462-07-01-04-000-08	\$0.00	\$0.00
					Taxable Mileage	1-462-07-01-04-003-08	\$0.00	\$0.00
Per Diem: T		1-463-07-01-04-000-08	11 x \$80	\$880.00	Parking	1-462-07-01-04-000-08	\$0.00	\$0.00
					Other		\$0.00	\$0.00
PAYROLL Total				\$880.00	Other			
					AP Total		\$0.00	\$0.00

I certify that this claim is correct

"submitted electronically via Trustee email"

Trustee Signature

Trustee Account ONLY - Authorization Not Required

Board Chair/Vice-Chair Authorization for General Account Expenses

DLI - authorized for payment & posting

Secretary Treasurer's Signature