

Greater St. Albert Catholic Schools Trustee Proulx Expense Summary 2017-2018 School Year



FTE: 1.0

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_	Book to the control of the control o		Year To Date	Variance to
Туре	Description	Budget	Expenses	Budget
Remuneration		444.640	444.500	
	Trustees Honorarium	\$11,610	\$11,609	1
	Per Diem (Trustee Budget)	\$3,200	\$2,640	560
Remuneration	Iotal	\$14,810	\$14,249	561
-				
Benefits	W. 1000 5 111 H. D. 1 1 000 51	A= 004	Å= 0.1=	100
	Life, AD&D, Ext Health, Dental, CPP, El	\$5,804	\$5,315	489
Benefits Total		\$5,804	\$5,315	489
A.II				
Allowances	Cananal Emparasa	ć4 000	Ć4 742	F.0.
	General Expenses	\$1,800	\$1,742	58
	Position - N/A	\$0	\$0	0
Allowances Tot		\$1,800	\$1,742	58
Expenses				
	Cell Phone Costs	\$0	\$0	0
	Dues,Fees, Memberships	\$3,514	\$1,937	1,577
	Meals And Hospitality	\$50	\$37	13
	Supplies/Other	\$20	\$20	0
	Travel to/from Board Meetings	\$1,500	\$886	614
	Travel (Trustee Budget)	\$1,975	\$1,971	4
	Budget Transfer Between Trustees	\$0	-	
	Flexible Funds	\$1,605	-	
Expenses Total		\$8,664	\$4,851	3,813
Trustee Bud	lget Totals	\$31,078	\$26,157	\$4,921
Per Diems C	Charged to General Trustee Budget		\$160	
Travel Char	ged to General Trustee Budget		\$0	

Trustee Proulx, Cathy

Spg: 05

To: Sep 30, 17

3 TR- 01124

Greater St. Alber

										Catholic Schools
			Acco	unt to Charge:						
				General					GST	
				or	No. of	Mileage			included in	
Date	Event Description	Category	Location	Trustee	Hours	(in km)	Parking	Other	Other	Details of Other
Aug 30, 17	meeting re-struture meeting	Board Meeting	St.Albert	Trustee		80.0				
Sep 06, 17	Legal PAC	School Council	Legal	Trustee	3					
Sep 11, 17	school board meeting	Board Meeting	St.Albert	Trustee		80.0				
Sep 25, 17	school board meeting	Board Meeting	St.Albert	Trustee		80.0				
TOTALS	Number of Events: 4				3	240.0	\$0.00	\$0.00	\$0.00	

Dates Covered by Claim: From: Sep 01, 17

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		General	Trustee	Total Reimbursement to
from this claim is \$124.80	Trustee Expense Calculation	Account	Account	Trustee
	Number of Hours charged	0	3	
Comments / Explanation:	Number of Per Diems	0	1	
	Per Diem Claim Amount: \$80 each	\$0.00	\$80.00	\$80.00
	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	240.0	
	Taxable Mileage at \$0.52 / KM	n/a	\$124.80	\$124.80
	Parking	n/a	\$0.00	\$0.00
	Other	\$0.00	\$0.00	\$0.00
	Total Expenses	\$0.00	\$204.80	\$204.80

Total Reimbursement

\$204.80

Finance Dept O	nly				AP Processing	Vendor ID#:	EM11000	
					General Acct:	A	mount w/gst	GST in amt
TR- 0)1124				Other		\$0.00	\$0.00
					Other			
Payroll Processi	ing			11000	Trustee Acct:			
Per Diem: G	1-463-07-01-00-000-08	0 x \$80	\$0.00		Non-Taxable Mileage	1-462-07-01-05-000-08	\$0.00	\$0.00
					Taxable Mileage	1-462-07-01-05-003-08	\$124.80	\$5.94
Per Diem: T	1-463-07-01-05-000-08	1 x \$80	\$80.00		Parking	1-462-07-01-05-000-08	\$0.00	\$0.00
					Other		\$0.00	\$0.00
PAYROLL Total			\$80.00		Other			
					AP Total		\$124.80	\$5.94

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

DUO - authorized for payment & posting

TR-	01128

Total Reimbursement Trustee: Proulx, Cathy Dates Covered by Claim: From: Oct 01, 17 To: Oct 31, 17 \$548.80 Spg: 05

			Acco	unt to Charge:						
				General					GST	
				or	No. of	Mileage			included in	
Date	Event Description	Category	Location	Trustee	Hours	(in km)	Parking	Other	Other	Details of Other
Oct 02, 17	School Board meeting	Board Meeting	St.Albert	Trustee		80.0				
Oct 03, 17	Parent Council Meeting	School Council	Legal	Trustee	3					
Oct 04, 17	Long Service Awards	Long Service Awards	Morinville	Trustee		40.0				
Sep 18, 17	Audit Committee Meeting	Committee Meeting	St.Albert	General	3	80.0				
Oct 25, 17	Benefits Meeting	Other	St.Albert	Trustee	3	80.0				
Oct 30, 17	Organizational Meeting	Board Meeting	St.Albert	Trustee		80.0				
Oct 31, 17	Special Meeting - Expulsion	Board Meeting	St.Albert	General	3	80.0				
TOTALS	Number of Events: 7				12	440.0	\$0.00	\$0.00	\$0.00	
Note: All mile	eage, regardless if designated as general or trustee for	r per diem purposes, is charged to	o the trustee budget.							

Note: The amount of taxable mileage to be included on your T4		General	Trustee	Total Reimbursement to
from this claim is \$124.80	Trustee Expense Calculation	Account	Account	Trustee
	Number of Hours charged	6	6	
Comments / Explanation:	Number of Per Diems	2	2	
	Per Diem Claim Amount: \$80 each	\$160.00	\$160.00	\$320.00
	Non-Taxable Mileage in KM	n/a	200.0	
	Non-Taxable Mileage at \$0.52 / KM	n/a	\$104.00	\$104.00
	Taxable Mileage in KM	n/a	240.0	
	Taxable Mileage at \$0.52 / KM	n/a	\$124.80	\$124.80
	Parking	n/a	\$0.00	\$0.00
	Other	\$0.00	\$0.00	\$0.00
	Total Expenses	\$160.00	\$388.80	\$548.80

Finance Dept O	Only				AP Processing	Vendor ID#:	EM11000	
					General Acct:		Amount w/gst	GST in amt
TR- (01128				Other		\$0.00	\$0.00
					Other			
Payroll Process	ing			11000	Trustee Acct:			
Per Diem: G	1-463-07-01-00-000-08	2 x \$80	\$160.00		Non-Taxable Mileage	1-462-07-01-05-000-08	\$104.00	\$4.95
					Taxable Mileage	1-462-07-01-05-003-08	\$124.80	\$5.94
Per Diem: T	1-463-07-01-05-000-08	2 x \$80	\$160.00		Parking	1-462-07-01-05-000-08	\$0.00	\$0.00
					Other		\$0.00	\$0.00
PAYROLL Total			\$320.00		Other			
	•				AP Total		\$228.80	\$10.89

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

ODGO - authorized for payment & posting

Trustee: Proulx, Cathy



Total Reimbursement

\$1,461.20

Dates Covered by Claim: From: Nov 01, 17

To: Nov 30, 17

Spg: 05



			Accou	int to Charge:						
				General					GST	
				or	No. of	Mileage			included in	
Date	Event Description	Category	Location	Trustee	Hours	(in km)	Parking	Other	Other	Details of Other
Nov 01, 17	MCHS Awards Ceremony	School Events	Morinville	Trustee		40.0				
Nov 02, 17	Legal PAC	School Council	Legal	Trustee	3					
Nov 06, 17	School Board Meeting	Board Meeting	St.Albert	Trustee		80.0				
Nov 09, 17	Expulsion Special Meeting	Board Meeting	St.Albert	Trustee	3	80.0				
Nov 15, 17	ATA Liaison Meeting	Committee Meeting	St.Albert	General	3	80.0				
Nov 17, 17	ACSTA	Conventions	Edmonton	Trustee	4	110.0				
Nov 18, 17	ACSTA	Conventions	Edmonton	Trustee	5	110.0				
Nov 19, 17	ASBA	Conventions	Edmonton	Trustee	4	55.0				
Nov 20, 17	ASBA	Conventions	Edmonton	Trustee	9					
Nov 21, 17	ASBA	Conventions	Edmonton	Trustee	8	55.0				
Nov 22, 17	Regular Meeting - Auditor	Board Meeting	St.Albert	Trustee		80.0				
Nov 27, 17	School Board Meeting	Board Meeting	St.Albert	Trustee		80.0				
Nov 30, 17	School Open House - St. Kateri	Community Conversations	Morinville	Trustee		40.0				
TOTALS	Number of Events: 13				39	810.0	\$0.00	\$0.00	\$0.00	
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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		General	Trustee	Total Reimbursement to
from this claim is \$166.40	Trustee Expense Calculation	Account	Account	Trustee
	Number of Hours charged	3	36	
Comments / Explanation:	Number of Per Diems	1	12	
	Per Diem Claim Amount: \$80 each	\$80.00	\$960.00	\$1,040.00
	Non-Taxable Mileage in KM	n/a	490.0	
	Non-Taxable Mileage at \$0.52 / KM	n/a	\$254.80	\$254.80
	Taxable Mileage in KM	n/a	320.0	
	Taxable Mileage at \$0.52 / KM	n/a	\$166.40	\$166.40
	Parking	n/a	\$0.00	\$0.00
	Other	\$0.00	\$0.00	\$0.00
	Total Expenses	\$80.00	\$1,381.20	\$1,461.20

Finance Dept O	nly				AP Processing	Vendor ID#:	EM11000	
					General Acct:	Д	mount w/gst	GST in amt
TR- C)1133				Other		\$0.00	\$0.00
					Other			
Payroll Processi	ing			11000	Trustee Acct:			
Per Diem: G	1-463-07-01-00-000-08	1 x \$80	\$80.00		Non-Taxable Mileage	1-462-07-01-05-000-08	\$254.80	\$12.13
					Taxable Mileage	1-462-07-01-05-003-08	\$166.40	\$7.92
Per Diem: T	1-463-07-01-05-000-08	12 x \$80	\$960.00		Parking	1-462-07-01-05-000-08	\$0.00	\$0.00
					Other		\$0.00	\$0.00
PAYROLL Total			\$1,040.00		Other			
					AP Total		\$421.20	\$20.05

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

ODGO - authorized for payment & posting

Trustee: Proulx, Cathy

Spg: 05

To: Dec 31, 17

TR- 01141

									Catholic School
			Account to Charge:						
			General					GST	
			or	No. of	Mileage			included in	
Event Description	Category	Location	Trustee	Hours	(in km)	Parking	Other	Other	Details of Other
ASBA FGM	Conventions	Edmonton	Trustee			\$13.00			
School Board Meeting	Board Meeting	St. Albert	Trustee		80.0				
SRR Meetings	School Events	St. Albert	Trustee	7	80.0				
Legal School Information Meeting	School Events	Legal	Trustee	2					
SRR Meetings	School Events	St.Albert/Morinville	Trustee	7	80.0				
ATA Dinner	Other	St. Albert	Trustee	2	40.0				
School Board Meeting	School Boards Meeting	St. Albert	Trustee		80.0				
Number of Events: 7				18	360.0	\$13.00	\$0.00	\$0.00	
	ASBA FGM School Board Meeting SRR Meetings Legal School Information Meeting SRR Meetings ATA Dinner School Board Meeting	ASBA FGM Conventions School Board Meeting Board Meeting SRR Meetings School Events Legal School Information Meeting School Events SRR Meetings School Events ATA Dinner Other School Board Meeting School Boards Meeting	ASBA FGM Conventions Edmonton School Board Meeting Board Meeting St. Albert SRR Meetings School Events St. Albert Legal School Information Meeting School Events Legal SRR Meetings School Events St. Albert/Morinville ATA Dinner Other St. Albert School Board Meeting School Boards Meeting St. Albert	Event Description ASBA FGM Conventions Edmonton Trustee School Board Meeting Board Meeting St. Albert Trustee SRR Meetings School Events St. Albert Trustee Legal School Information Meeting School Events St. Albert/Morinville Trustee SRR Meetings School Events St. Albert/Morinville Trustee ATA Dinner Other St. Albert Trustee School Board Meeting School Boards Meeting St. Albert Trustee Trustee School Board Meeting	Event Description Category Location Trustee ASBA FGM Conventions Edmonton Trustee School Board Meeting Shar Meeting Shar Meetings School Events Legal School Information Meeting School Events Legal Shar Meetings School Events St. Albert Trustee 7 SRR Meetings School Events St. Albert/Morinville Trustee 7 ATA Dinner Other St. Albert Trustee 7 School Board Meeting School Boards Meeting St. Albert Trustee 7 ATA Dinner Other St. Albert Trustee 1 School Board Meeting School Boards Meeting St. Albert Trustee 1 School Board Meeting St. Albert Trustee 1 School Board Meeting School Boards Meeting St. Albert Trustee 1 School Board Meeting School Boards Meeting St. Albert	Event Description Category Location Trustee Hours (in km) ASBA FGM Conventions Edmonton Trustee School Board Meeting Board Meeting St. Albert Trustee	Event Description Category Location ASBA FGM Conventions Edmonton Trustee School Board Meeting St. Albert Trustee Sochool Events School Information Meeting School Events St. Albert St. Albert Trustee 7 80.0 SRR Meetings School Events St. Albert/Morinville Trustee 7 80.0 SRR Meetings School Events St. Albert/Morinville Trustee 7 80.0 ATA Dinner Other St. Albert Trustee St. Albert Trustee Trustee Trustee Trustee St. Albert Trustee Trustee St. Albert Trustee Trustee Trustee Trustee Trustee School Board Meeting Trustee Trustee	Event Description ASBA FGM Conventions Edmonton Trustee Hours (in km) Parking Other \$13.00 School Board Meeting Board Meeting St. Albert Trustee Trustee \$0.0 SRR Meetings School Events St. Albert Trustee Trustee 7 80.0 SRR Meetings School Events St. Albert Trustee 7 80.0 SRR Meetings School Events St. Albert Trustee 7 80.0 Trustee 7 80.0 SRR Meetings School Events St. Albert Trustee 7 80.0 SRR Meetings School Events St. Albert Trustee 7 80.0 Trustee 7 80.0 School Board Meeting St. Albert Trustee Trustee Trustee Trustee St. Albert Trustee Trustee	General or No. of Mileage included in Or No. of Mileage (in km) Parking Other Other ASBA FGM Conventions Edmonton Trustee Hours (in km) Parking Other Other Other School Board Meeting Board Meeting St. Albert Trustee 80.0 St. Albert Trustee 7 80.0 St. Albert Trustee 2 St. Albert Trustee 7 80.0 St. Albert Trustee 2 80.0 St. Albert Trustee Trustee

Dates Covered by Claim: From: Nov 18, 17

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		General	Trustee	Total Reimbursement to
from this claim is \$41.60	Trustee Expense Calculation	Account	Account	Trustee
	Number of Hours charged	0	18	
Comments / Explanation:	Number of Per Diems	0	6	
	Per Diem Claim Amount: \$80 each	\$0.00	\$480.00	\$480.00
	Non-Taxable Mileage in KM	n/a	280.0	
	Non-Taxable Mileage at \$0.52 / KM	n/a	\$145.60	\$145.60
	Taxable Mileage in KM	n/a	80.0	
	Taxable Mileage at \$0.52 / KM	n/a	\$41.60	\$41.60
	Parking	n/a	\$13.00	\$13.00
	Other	\$0.00	\$0.00	\$0.00
	Total Expenses	\$0.00	\$680.20	\$680.20

Total Reimbursement

\$680.20

Finance Dept O	nly				AP Processing	Vendor ID#:	EM11000	
					General Acct:		Amount w/gst	GST in amt
TR- (01141				Other		\$0.00	\$0.00
					Other			
Payroll Process	ing			11000	Trustee Acct:			
Per Diem: G	1-463-07-01-00-000-08	0 x \$80	\$0.00		Non-Taxable Mileage	1-462-07-01-05-000-08	\$145.60	\$6.93
					Taxable Mileage	1-462-07-01-05-003-08	\$41.60	\$1.98
Per Diem: T	1-463-07-01-05-000-08	6 x \$80	\$480.00		Parking	1-462-07-01-05-000-08	\$13.00	\$0.62
					Other		\$0.00	\$0.00
PAYROLL Total			\$480.00		Other			
					AP Total		\$200.20	\$9.53

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

ODGO - authorized for payment & posting

TR- 01147

Trustee: Proulx, Cathy Dates Covered by Claim: From: Jan 01, 18 **To:** Jan 31, 18 \$163.20 Spg: 05

Total Reimbursement

			Acco	unt to Charge:						
				General					GST	
				or	No. of	Mileage			included in	
Date	Event Description	Category	Location	Trustee	Hours	(in km)	Parking	Other	Other	Details of Other
Jan 15, 18	School Board Meeting	School Boards Meeting	St. Albert	Trustee		80.0				
Jan 18, 18	School Council Meeting	School Council	Legal	Trustee	3					
Jan 29, 18	School Board Meeting	School Boards Meeting	St. Albert	Trustee		80.0				
										_
										_
TOTALS	Number of Events: 3				3	160.0	\$0.00	\$0.00	\$0.00	
Noto: All mile	age regardless if designated as general or trustee for	nor diam nurnosas, is sharged to	the tructee hudget							

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		General	Trustee	Total Reimbursement to
from this claim is \$0.00	Trustee Expense Calculation	Account	Account	Trustee
	Number of Hours charged	0	3	
Comments / Explanation:	Number of Per Diems	0	1	
	Per Diem Claim Amount: \$80 each	\$0.00	\$80.00	\$80.00
	Non-Taxable Mileage in KM	n/a	160.0	
	Non-Taxable Mileage at \$0.52 / KM	n/a	\$83.20	\$83.20
	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	\$163.20	\$163.20

Finance Dept C	Only				AP Processing	Vendor ID#:	EM11000	
					General Acct:		Amount w/gst	GST in amt
TR- (01147				Other		\$0.00	\$0.00
					Other			
Payroll Process	sing			11000	Trustee Acct:			
Per Diem: G	1-463-07-01-00-000-08	0 x \$80	\$0.00		Non-Taxable Mileage	1-462-07-01-05-000-08	\$83.20	\$3.96
					Taxable Mileage	1-462-07-01-05-003-08	\$0.00	\$0.00
Per Diem: T	1-463-07-01-05-000-08	1 x \$80	\$80.00		Parking	1-462-07-01-05-000-08	\$0.00	\$0.00
					Other		\$0.00	\$0.00
PAYROLL Total			\$80.00		Other			
					AP Total		\$83.20	\$3.96

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

ODGO - authorized for payment & posting

Trustee: Proulx, Cathy

Spg: 05

To: Feb 28, 18

TR- 01155

		_								Catholic Schools
			Acco	unt to Charge:						
				General					GST	
				or	No. of	Mileage			included in	
Date	Event Description	Category	Location	Trustee	Hours	(in km)	Parking	Other	Other	Details of Other
Feb 07, 18	trustee renumeration sub committee meeting	Committee Meeting	St. Albert	General	3	80.0				
Feb 12, 18	Committee of the Whole Meeting	Board Meeting	St. Albert	Trustee		80.0				
					Ì					
						Ì				
TOTALS	Number of Events: 2				3	160.0	\$0.00	\$0.00	\$0.00	
	age regardless if designated as general or trustee for				3	100.0	Ş0.00	30.00	30.00	<u> </u>

Dates Covered by Claim: From: Feb 01, 18

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		General	Trustee	Total Reimbursement to
from this claim is \$41.60	Trustee Expense Calculation	Account	Account	Trustee
	Number of Hours charged	3	0	
Comments / Explanation:	Number of Per Diems	1	0	
	Per Diem Claim Amount: \$80 each	\$80.00	\$0.00	\$80.00
	Non-Taxable Mileage in KM	n/a	80.0	
	Non-Taxable Mileage at \$0.52 / KM	n/a	\$41.60	\$41.60
	Taxable Mileage in KM	n/a	80.0	
	Taxable Mileage at \$0.52 / KM	n/a	\$41.60	\$41.60
	Parking	n/a	\$0.00	\$0.00
	Other	\$0.00	\$0.00	\$0.00
	Total Expenses	\$80.00	\$83.20	\$163.20

Total Reimbursement

\$163.20

Finance Dept C	Only				AP Processing	Vendor ID#:	EM11000	
					General Acct:		Amount w/gst	GST in amt
TR- (01155				Other		\$0.00	\$0.00
					Other			
Payroll Process	sing			11000	Trustee Acct:			
Per Diem: G	1-463-07-01-00-000-08	1 x \$80	\$80.00		Non-Taxable Mileage	1-462-07-01-05-000-08	\$41.60	\$1.98
					Taxable Mileage	1-462-07-01-05-003-08	\$41.60	\$1.98
Per Diem: T	1-463-07-01-05-000-08	0 x \$80	\$0.00		Parking	1-462-07-01-05-000-08	\$0.00	\$0.00
					Other		\$0.00	\$0.00
PAYROLL Total			\$80.00		Other			
	·				AP Total	<u> </u>	\$83.20	\$3.96

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

ODGO - authorized for payment & posting

Finance Dept Only

Payroll Processing

Per Diem: G

Per Diem: T

PAYROLL Total

TR- 01159

1-463-07-01-00-000-08

1-463-07-01-05-000-08

TR- 01159

v 5.0

Total Reimbursement

Trustee: Proulx, Cathy \$225.60

Dates Covered by Claim: From: Mar 01, 18

To: Mar 31, 18

Spg: 05



					_					Greater St. Alb Catholic School
			Acco	ount to Charge:						
				General					GST	
				or	No. of	Mileage			included in	
Date	Event Description	Category	Location	Trustee	Hours	(in km)	Parking	Other	Other Details of Other	
Mar 05, 18	School Board Meeting	Board Meeting	St. Albert	Trustee		80.0				
Mar 07, 18	St. Kateri Open House	School Events	Morinville	Trustee		40.0				
Mar 15, 18	Special Meeting - Expulsion	Board Meeting	St. Albert	General	3	80.0				
Mar 19, 18	School Board Meeting	Board Meeting	St. Albert	Trustee		80.0				
TOTALS	Number of Events: 4				3	280.0	\$0.00	\$0.00	\$0.00	
Note: All mile	eage, regardless if designated as general or trustee f	or per diem purposes, is charge	d to the trustee budget.							
Note: The am	nount of taxable mileage to be included on your T4			General	Trustee	Total Reimbu	rsement to			
from this clai	m is \$124.80		Trustee Expense Calculation	Account	Account		Trustee			
			Number of Hours charged	3	0					
Comments ,	/ Explanation:		Number of Per Diems	1	0					
		-	Per Diem Claim Amount: \$80 each	\$80.00	\$0.00		\$80.00			

Note: The amount of taxable mileage to be included on your 14		General	Hustee	rotal Kellibursellient to
from this claim is \$124.80	Trustee Expense Calculation	Account	Account	Trustee
	Number of Hours charged	3	0	
Comments / Explanation:	Number of Per Diems	1	0	
	Per Diem Claim Amount: \$80 each	\$80.00	\$0.00	\$80.00
	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	240.0	
	Taxable Mileage at \$0.52 / KM	n/a	\$124.80	\$124.80
	Parking	n/a	\$0.00	\$0.00
	Other	\$0.00	\$0.00	\$0.00
	Total Expenses	\$80.00	\$145.60	\$225.60

AP Processing **General Acct:**

> Other Other

Trustee Acct:

Parking Other

Other AP Total

Non-Taxable Mileage

Taxable Mileage

11000

Vendor	· ID#:	EM11000	
	A	mount w/gst	GST in amt
		\$0.00	\$0.00
1-462-07-01-05-000	0-08	\$20.80	\$0.99
1-462-07-01-05-003	3-08	\$124.80	\$5.94
1-462-07-01-05-000	0-08	\$0.00	\$0.00
		\$0.00	\$0.00
		4447.60	45.00
		\$145.60	\$6.93

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

OUS - authorized for payment & posting

Secretary Treasurer's Signature

1 x \$80

0 x \$80

\$80.00

\$0.00

\$80.00

Total Reimbursement

Trustee: Proulx, Cathy \$873.04

Dates Covered by Claim: From: Jun 01, 18

To: Jun 25, 18

Spg: 05



		Account to Charge:									
					General					GST	
					or	No. of	Mileage			included in	
Date	Event Description	Category	Location		Trustee	Hours	(in km)	Parking	Other	Other	Details of Other
Jun 03, 18	ASBA Conference	Conventions	Red Deer		Trustee	3	221.0				
Jun 04, 18	ASBA Conference	Conventions	Red Deer		Trustee	9					
Jun 05, 18	ASBA Conference	Conventions	Red Deer		Trustee	9	221.0				
Jun 11, 18	Committee of the Whole Meeting	Board Meeting	St.Albert		Trustee		80.0				
Jun 25, 18	Regular Board Meeting	Board Meeting	St.Albert		Trustee		80.0				
TOTALS	Number of Events: 5					21	602.0	\$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		General	Trustee	Total Reimbursement to
from this claim is \$83.20	Trustee Expense Calculation	Account	Account	Trustee
	Number of Hours charged	0	21	
Comments / Explanation:	Number of Per Diems	0	7	
	Per Diem Claim Amount: \$80 each	\$0.00	\$560.00	\$560.00
	Non-Taxable Mileage in KM	n/a	442.0	
	Non-Taxable Mileage at \$0.52 / KM	n/a	\$229.84	\$229.84
	Taxable Mileage in KM	n/a	160.0	
	Taxable Mileage at \$0.52 / KM	n/a	\$83.20	\$83.20
	Parking	n/a	\$0.00	\$0.00
	Other	\$0.00	\$0.00	\$0.00
	Total Expenses	\$0.00	\$873.04	\$873.04

I certify that this claim is correct

"submitted electronically via Trustee email"

Trustee Signature

Finance Dept O	nly			AP Processing	Vendor ID#:	EM11000	
				General Acct:	Α	mount w/gst	GST in amt
TR- 0	1174			Other		\$0.00	\$0.00
			Other				
Payroll Processi	ing		11000	Trustee Acct:			
Per Diem: G	1-463-07-01-00-000-08	0 x \$80	\$0.00	Non-Taxable Mileage	1-462-07-01-05-000-08	\$229.84	\$10.94
				Taxable Mileage	1-462-07-01-05-003-08	\$83.20	\$3.96
Per Diem: T	1-463-07-01-05-000-08	7 x \$80	\$560.00	Parking	1-462-07-01-05-000-08	\$0.00	\$0.00
				Other		\$0.00	\$0.00
PAYROLL Total			\$560.00	Other			
				AP Total		\$313.04	\$14.90

Trustee Account ONLY - Authorization Not Required **Board Chair/Vice-Chair Authorization for General Account Expenses**

DUS - authorized for payment & posting