



Greater St. Albert Catholic Schools

Trustee Proulx Expense Summary

2017-2018 School Year



FTE: 1.0

Type	Description	Current Budget	Year To Date Expenses	Variance to Budget
Remuneration				
	Trustees Honorarium	\$11,610	\$11,609	1
	Per Diem (Trustee Budget)	\$3,200	\$2,640	560
Remuneration Total		\$14,810	\$14,249	561
Benefits				
	Life, AD&D, Ext Health, Dental, CPP, EI	\$5,804	\$5,315	489
Benefits Total		\$5,804	\$5,315	489
Allowances				
	General Expenses	\$1,800	\$1,742	58
	Position - N/A	\$0	\$0	0
Allowances Total		\$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 Budget Totals	\$31,078	\$26,157	\$4,921
------------------------------	-----------------	-----------------	----------------

Per Diems Charged to General Trustee Budget	\$160
--	--------------

Travel Charged to General Trustee Budget	\$0
---	------------

Trustee **Proulx, Cathy**

Total Reimbursement

\$204.80Dates Covered by Claim: From: **Sep 01, 17**To: **Sep 30, 17**

Spq: 05

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
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	

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 \$124.80

Comments / Explanation:

Trustee Expense Calculation	General Account	Trustee Account	Total Reimbursement to Trustee
Number of Hours charged	0	3	
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

I certify that this claim is correct

"submitted electronically via Trustee email"

Trustee Signature

Finance Dept Only				AP Processing				Vendor ID#: EM11000	
TR- 01124				General Acct:		Amount w/gst		GST in amt	
				Other		\$0.00		\$0.00	
				Other					
Payroll Processing				Trustee Acct:					
				Non-Taxable Mileage		1-462-07-01-05-000-08		\$0.00	
				Taxable Mileage		1-462-07-01-05-003-08		\$124.80	
				Parking		1-462-07-01-05-000-08		\$0.00	
				Other				\$0.00	
				Other					
PAYROLL Total								\$124.80	
								\$5.94	

Trustee Account ONLY - Authorization Not Required

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 4.3

TR- 01128



Trustee: Proulx, Cathy

Total Reimbursement

\$548.80

Dates Covered by Claim: From: Oct 01, 17

To: Oct 31, 17

Spg: 05

				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
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 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 \$124.80

Comments / Explanation:

Trustee Expense Calculation	General Account	Trustee Account	Total Reimbursement to Trustee
Number of Hours charged	6	6	
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

I certify that this claim is correct

"submitted electronically via Trustee email"

Trustee Signature

Finance Dept Only				AP Processing				Vendor ID#: EM11000	
TR- 01128				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		1-462-07-01-05-000-08	\$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				Other					
				AP Total			\$228.80	\$10.89	

"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 Expense Claim Form for 2017-2018

v 5.0

TR- 01133

Greater St. Albert
Catholic Schools

Trustee: Proulx, Cathy

Total Reimbursement

\$1,461.20

Dates Covered by Claim: From: Nov 01, 17

To: Nov 30, 17

Spg: 05

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
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	

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 \$166.40

Comments / Explanation:

Trustee Expense Calculation	General Account	Trustee Account	Total Reimbursement to Trustee
Number of Hours charged	3	36	
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

I certify that this claim is correct

"submitted electronically via Trustee email"

Trustee Signature

Finance Dept Only				AP Processing			
TR- 01133				Vendor ID#: EM11000			
				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	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				Other			
				AP Total		\$421.20	\$20.05

"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- 01141

Greater St. Albert
Catholic Schools

Trustee: Proulx, Cathy

Total Reimbursement

\$680.20

Dates Covered by Claim: From: Nov 18, 17

To: Dec 31, 17

Spg: 05

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
Nov 18, 17	ASBA FGM	Conventions	Edmonton	Trustee			\$13.00			
Dec 04, 17	School Board Meeting	Board Meeting	St. Albert	Trustee		80.0				
Dec 07, 17	SRR Meetings	School Events	St. Albert	Trustee	7	80.0				
Dec 07, 17	Legal School Information Meeting	School Events	Legal	Trustee	2					
Dec 11, 17	SRR Meetings	School Events	St. Albert/Morinville	Trustee	7	80.0				
Dec 11, 17	ATA Dinner	Other	St. Albert	Trustee	2	40.0				
Dec 18, 17	School Board Meeting	School Boards Meeting	St. Albert	Trustee		80.0				
TOTALS	Number of Events: 7				18	360.0	\$13.00	\$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 \$41.60

Comments / Explanation:

Trustee Expense Calculation	General Account	Trustee Account	Total Reimbursement to Trustee
Number of Hours charged	0	18	
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

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

- authorized for payment & posting

Secretary Treasurer's Signature

Finance Dept Only				AP Processing			Vendor ID#: EM11000	
TR- 01141				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	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				Other				
				AP Total		\$200.20	\$9.53	

Greater St. Albert
Catholic Schools

Trustee: Proulx, Cathy

Total Reimbursement

\$163.20

Dates Covered by Claim: From: Jan 01, 18

To: Jan 31, 18

Spg: 05

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 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	

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	0	3	
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

I certify that this claim is correct

"submitted electronically via Trustee email"

Trustee Signature

Finance Dept Only				AP Processing				Vendor ID#: EM11000	
TR- 01147				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	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				Other					
				AP Total		\$83.20		\$3.96	

Trustee Account ONLY - Authorization Not Required

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- 01155



Trustee: Proulx, Cathy

Total Reimbursement

\$163.20

Dates Covered by Claim: From: Feb 01, 18

To: Feb 28, 18

Spg: 05

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 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				
TOTALS	Number of Events: 2				3	160.0	\$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 \$41.60

Comments / Explanation:

Trustee Expense Calculation	General Account	Trustee Account	Total Reimbursement to Trustee
Number of Hours charged	3	0	
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

I certify that this claim is correct

"submitted electronically via Trustee email"

Trustee Signature

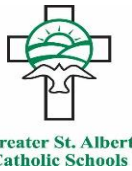
"reviewed by Vice-Chair & authorized by email"

Board Chair/Vice-Chair Authorization for General Account Expenses

- authorized for payment & posting

Secretary Treasurer's Signature

Finance Dept Only				AP Processing			
TR- 01155				Vendor ID#: EM11000			
				General Acct:	Amount w/gst	GST in amt	
				Other	\$0.00	\$0.00	
				Other			
Payroll Processing 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				Other			
				AP Total		\$83.20	\$3.96



Trustee: Proulx, Cathy

Total Reimbursement

\$225.60

Dates Covered by Claim: From: Mar 01, 18

To: Mar 31, 18

Spg: 05

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 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 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 \$124.80

Trustee Expense Calculation	General Account	Trustee Account	Total Reimbursement to Trustee
Number of Hours charged	3	0	
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

Comments / Explanation:

Finance Dept Only				AP Processing		Vendor ID#: EM11000		
TR- 01159				General Acct:		Amount w/gst	GST in amt	
				Other		\$0.00	\$0.00	
				Other				
Payroll Processing 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	\$20.80	\$0.99
					Taxable Mileage	1-462-07-01-05-003-08	\$124.80	\$5.94
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		\$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

DLI - authorized for payment & posting

Secretary Treasurer's Signature



Spg: 05

Secretary Treasurer's Signature