



HONORARIA/EXPENSE CLAIM

927485

Claimant's Name: Louis Cardinal Position: Trustee Claim No. #10262019

Address: _____ Date: 26-Oct-19

Date	Depart From	Depart Time	Arrival to	Arrival Time	Details	Total Hours	Total Km	Meals			Other Expenses		Honoraria
								B	L	D	Lodging	Other (need receipt)	
24-Oct	Peewees Lake	9:00 AM	Edmonton	4:00 PM	Travel Day	7	511		1	1			\$ 225.00
25-Oct		9:00 AM		5:00 PM	Suprintendent Interviews	8				1			\$ 225.00
26-Oct		9:00 AM		5:00 PM	Board Meeting	8				1			\$ 225.00
27-Oct	Edmonton	9:00 AM	Peewees Lake	4:00 PM	Travel home	8	511		1				\$ 225.00
					2 Trustee Days								\$ 450.00

THIS COPY CHECKED FOR PREVIOUS PAYMENT

SUMMARY (Increase Effective September 1, 2011)			
Expenses - Accounts Payable Use Only			
Kilometers	1,022	at \$0.51	= \$521.22
Meals			
Breakfast	0	at \$15.00	= \$0.00
Lunch	2	at \$20.00	= \$40.00
Dinner	2	at \$30.00	= \$60.00
		Subtotal	\$130.00
Accommodations & Other Expenses			
Lodging		=	\$0.00
Other		=	\$0.00
		Total Travel	\$651.22
		Less: Visa	\$0.00
TO BE PAID BY ACCOUNTS PAYABLE			\$651.22
Honoraria - Payroll Use Only			
Honoraria			\$1,350.00
		Less: 30% F	405.00
TO BE PAID BY PAYROLL			\$945.00
Total Claim			\$1,596.22

Sub-total	1,022	0	2	3	0.00	0.00	\$1,380.00
Rates	0.51	15	20	30			
	\$ 521.22	\$ -	\$60.00	\$90.00	\$ -	\$ -	
Total Travel and Subsistence							\$ 651.22

Guidelines to Completing the Expense Claim Form:

Mileage:
Distance is paid at the rate of \$0.51 per kilometer. Please ensure to have exact location.

Meals:
Breakfast - If time of departure is earlier or time of return is late
Lunch - If time of departure is earlier or time of return is late
Dinner - If time of departure is earlier or time of return is late
Receipted meals: up to a maximum of 50% over the schedule

Accommodation:
All arrangements are to be done by Central Office unless emergent situation - contact Board Chair.
Lodging without receipts at a rate of \$40.00 per night can be claimed.

Travel Days
0 km - 149 km = no travel day
150 km - 399 km = 1/2 travel day
Over 400 km = 1 travel day.

Honoraria

Board Chair (per day)	
- 1.0 day (4-8 hours)	\$275
- 0.5 day (2-4 hours)	\$137.50
- .25 day (less than 2 hours)	\$68.75
Trustee	
- 1.0 day (4-8 hours)	\$225
- 0.5 day (2-4 hours)	\$112.50
- .25 day (less than 2 hours)	\$56.25
Elder	
- Only when invited by the Board to attend a meeting or event	\$200.00 per diem

CARDINAL, LOUIS
Vendor: 8429 / Invoice: 927485
202003INV04014

RECEIVED

NOV 13 2019

PAYROLL
ACCOUNTS PAYABLE

Office Use Only:									
T & S	1	463	7	70	082	90	651.22	Ward 05	
Visa	0	000							
Honoraria	1	384	7	70	81	90	845.00	Ward 05	

As per telephone _____ November 8 2019
Signature of Claimant _____ Date

Approved By _____ Date 11/12/2019

E490-10-17 Direct Deposit to Account on File in Accounts Payable YES / NO

Signature
Nov 13/19