



HONORARIA/EXPENSE CLAIM

927624

Claimant's Name: Rubi Shirley

Position: Trustee

Claim No.

#112219

Address:

Date:

Date	Depart From	Depart Time	Arrival to	Arrival Time	Details	Hours	Total Kms	Meals			Other Expenses		Honorary	
								B	L	D	Lodging	Other (meal receipt)		
15-Nov	Fort Chip	8:00 AM	Fort McMurray, AB	10:30 AM	Travel Day	8								\$ 225.00
16-Nov	Fort McMurray, AB	9:00 AM	Edmonton, AB	2:00 PM	Travel Day	8	452		1	1				\$ 225.00
17-Nov		1:00 PM	Edmonton, AB	9:00 PM	ASBA meeting	8			1	1				\$ 225.00
18-Nov		8:00 AM	Edmonton, AB	4:00 PM	ASBA meeting	8								\$ 225.00
19-Nov		8:00 AM	Edmonton, AB	4:00 PM	Layover	8								\$ 225.00
20-Nov		12:30 PM	Edmonton, AB	8:30 PM	Prep for Minister Visit	8								\$ 225.00
21-Nov		9:00 AM	Edmonton, AB	4:30 PM	Board Evaluation/Meeting w/ Minister	7.5								\$ 225.00
22-Nov		9:00 AM	Edmonton, AB	4:00 PM	Board Meeting	7								\$ 225.00
														\$ 225.00

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Date	Description	Amount
Total		\$

Expenses - Accounts Payable Use Only			
Kilometers	452	at \$0.51	= \$230.52
Meals			
Breakfast	0	at \$15.00	= \$0.00
Lunch	4	at \$20.00	= \$80.00
Dinner	8	at \$30.00	= \$240.00
		Subtotal	\$320.00
Accommodations & Other Expenses			
Lodging		=	\$0.00
Other		=	\$0.00
	Total Travel		\$550.52
	Less: Visa		\$0.00
TO BE PAID BY ACCOUNTS PAYABLE			\$550.52
Honoraria - Payroll Use Only			
Honoraria			\$1,800.00
	Less: 30% f		\$540.00
TO BE PAID BY PAYROLL			\$1,260.00
Total Claim			\$3,010.52

Sub-total	482	0	4	8	0.00	0.00	\$1,800.00
Rates	0.51	1.5	20	30			
	\$ 230.52	\$ -	\$80.00	\$240.00	\$ -	\$ -	
Total Travel and Substenance							\$ 550.52

Guidelines to Completing the Expense Claim Form:

SAKESKANIP, RUBI
Vendor: 10292 / Invoice: 927624
202004INV02066

ste Accounts Payable uses Google Maps so
later than 7:30 a.m.
er than 1:00 p.m.
ter than 6:30 p.m.

Receipted meals: up to a maximum of 50% over the scheduled rate.

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) \$175
- 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) \$137.50
- .25 day (less than 2 hours) \$68.75

Other
- Only when invited by the Board to attend a meeting or event - \$300.00 per item

T & S	1	461	7	70	082	90	550.52	Ward 09
Less Deduct	1	639						
Honoraria	1	004	7	30	83	00	1,260.00	Ward 08

As per email
Signature of Claimant
Nov 22 2018
Date

see attached email
Approved By
Date

Nov 26/2019
Date