

Form Report

Number of Attachments

Attached Documents

Expense Comments:

Professional Development	\$755.14
Meals	\$ 40.15
<b>TOTAL</b>	<b>\$795.29</b>

▼ SUPERINTENDENT EXPENSE CLAIM N

NAME: Boyce, Shauna

DATES: 01-Feb-2022 TO: 28-Feb-2022

EXPENSES:

1. TRANSPORTATION COSTS: 0.505 per km

<u>DESTINATION</u>	<u>TRAVEL DESCRIPTION</u>	<u>KILOMETERS</u>	<u>DATE</u>	<u>AMOUNT</u>
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
<b>TOTAL TRANSPORTATION COSTS:</b>				<b>0.00</b>

2. PERSONALLY PAID EXPENSES (Itemized Receipts Must Be Provided For Reimbursement)

<u>DESCRIPTION</u>	<u>AMOUNT</u>
Airfare - C21 CEO Academy Annual Gathering	780.41

TOTAL PERSONALLY PAID EXPENSES: 780.41

3. MEAL ALLOWANCES (Enter number of meals you are claiming)

Breakfasts:	9.20	0.00
Lunches:	11.60	0.00
Dinners: 02 see attached	20.75	41.50
Personal:	7.35	0.00
<b>TOTAL MEAL ALLOWANCES:</b>		<b>41.50</b>

TOTAL CLAIM: 821.91

[REDACTED]

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
[REDACTED]		780.41	1	37.16
[REDACTED]		41.50	1	1.98
<b>Total Without Taxes:</b>				<b>782.77</b>
<b>Tax Total:</b>				<b><u>39.14</u></b>
<b>Total With Taxes:</b>				<b>821.91</b>

▼ AUTHORIZER SECTION

[REDACTED]

[REDACTED]

Authorizer Comment

▼ AUTHORIZER SECTION

[REDACTED]

[REDACTED]

Authorizer Comment

▼ ACCOUNTS PAYABLE

[REDACTED]

[REDACTED]

**FISCAL PERIOD :** 202207

**VENDOR NUMBER:** [REDACTED] - Boyce, Shauna

[Click here to show GL Coding Section](#)

Y

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
[REDACTED]		780.41	1	37.16
[REDACTED]		41.50	1	1.98
<b>Total Without Taxes:</b>				<b>782.77</b>
<b>Tax Total:</b>				<b><u>39.14</u></b>
<b>Total With Taxes:</b>				<b>821.91</b>

EXPENSE CLAIM: Airfare - C21 CEO Academy Annual Gathering





**Expense Comments:**  
 C21 CEO Academy Annual  
 Gathering Airfare to Winnipeg  
 \$755.14

**eTicket Receipt**

**Prepared For**  
 BOYCE/SHAUNA [REDACTED]

RESERVATION CODE	ICGTEO
ISSUE DATE	19Feb22
TICKET NUMBER	[REDACTED]
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/SDX
FREQUENT FLYER NUMBER	[REDACTED]

**Itinerary Details**

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
17May22	WESTJET WS 572	EDMONTON INTL AB, CANADA  Time 19:15	WINNIPEG MB, CANADA  Time 22:04	Cabin ECONOMY Seat Number 12A - (CONFIRMED) Baggage Allowance 1 PIECE Booking Status OK TO FLY Fare Basis LCVD0LFS Not Valid After 17MAY23
20May22	WESTJET WS 147	WINNIPEG MB, CANADA  Time 14:40	EDMONTON INTL AB, CANADA  Time 15:40	Cabin ECONOMY Seat Number 12A - (CONFIRMED) Baggage Allowance 1 PIECE Booking Status OK TO FLY Fare Basis LCVD0HFS Not Valid After 17MAY23

**Allowances**

**Baggage Allowance**  
 YEG to YWG - 1 Piece WESTJET , each piece up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters  
 Prices of additional baggage pieces:  
 1. 50.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters  
 YWG to YEG - 1 Piece WESTJET , each piece up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters  
 Prices of additional baggage pieces:  
 1. 50.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters  
 ADDITIONAL ALLOWANCES AND/OR DISCOUNTS MAY APPLY DEPENDING ON FLYER-SPECIFIC FACTORS /E.G. FREQUENT FLYER STATUS/MILITARY/ CREDIT CARDFORM OF PAYMENT/EARLY PURCHASE OVER INTERNET,ETC

**Carry On Allowances**  
 YEG to YWG , YWG to YEG - 1 Piece (WS - WESTJET) carry on hand baggage

**Carry On Charges**  
 YEG to YWG , YWG to YEG - (WS - WESTJET) - Carry-on fees unknown - contact carrier

**Payment/Fare Details**

Form of Payment	CREDIT CARD [REDACTED]
Fare Calculation Line	YEA WS [REDACTED]
Fare	CAD 596.00
Taxes/Fees/Carrier-Imposed Charges	CAD 60.00 YQI (OTHER AIR TRANSPORTATION CHARGES)
	CAD 33.51 XG8 (GOODS AND SERVICES TAX (GST))
	CAD 14.25 CA4 (AIR TRAVELLERS SECURITY CHARGE)
	CAD 73.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))
	CAD 3.65 XG9 (GOODS AND SERVICES TAX (GST))
<b>Total</b>	<b>CAD 780.41</b>

**Positive identification required for airport check in**

**Notice:**

**QST # 1202807956TQ0001 GST # 866112535**

Baggage fees are charged in CAD or USD by direction depending on point of departure. Guests departing the United States, Latin America and the Caribbean will pay baggage fees in USD. Please see <https://www.westjet.com/en-ca/travel-info/fares/service-fees> for more information.

Passengers embarking upon a journey involving an ultimate destination or a stop in a country other than the country of departure are advised that the provisions of an international treaty (the Warsaw Convention, the 1999 Montreal Convention, or other treaty), as well as a carrier's own contract of carriage or tariff provisions, may be applicable to their entire journey, including any portion entirely within the countries of departure and destination. The applicable treaty governs and may limit the liability of carriers to passengers for death or personal injury, destruction or loss of, or damage to, baggage, and for delay of passengers and baggage.

Additional protection can usually be obtained by purchasing insurance from a private company. Such insurance is not affected by any limitation of the carrier's liability under an international treaty. For further information please consult your airline or insurance company representative.

**Data Protection Notice:** Your personal data will be processed in accordance with the applicable carrier's privacy policy and, if your booking is made via a reservation system provider ("GDS"), with its privacy policy. These are available at <http://www.iatatravelcenter.com/privacy> or from the carrier or GDS directly. You should read this documentation, which applies to your booking and specifies, for example, how your personal data is collected, stored, used, disclosed and transferred. (applicable for interline carriage)

[Important Legal Notices](#)

Form Report

Expense Comments:

Mileage \$34.70  
Meals \$60.24  
TOTAL \$94.94.

Number of Attachments

Attached Documents

▼ SUPERINTENDENT EXPENSE CLAIM NEW

**NAME:** Boyce,  
Shauna

**DATES:** 01-Mar-2022 **TO:** 31-Mar-2022

**EXPENSES:**

**1. TRANSPORTATION COSTS:** 0.505 per km

<u>DESTINATION</u>	<u>TRAVEL DESCRIPTION</u>	<u>KILOMETERS</u>	<u>DATE</u>	<u>AMOUNT</u>
Fantasyland Hotel -	CASS Conference/AGM	56	17-Mar-2022	28.28
Prescott Learning Centre	Attendance Area Review	15	03-Mar-2022	7.58
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
<b>TOTAL TRANSPORTATION COSTS:</b>				35.86

**2. PERSONALLY PAID EXPENSES (Itemized Receipts Must Be Provided For Reimbursement)**

<u>DESCRIPTION</u>	<u>AMOUNT</u>
<b>TOTAL PERSONALLY PAID EXPENSES:</b>	0.00

**3. MEAL ALLOWANCES (Enter number of meals you are claiming)**

<b>Breakfasts:</b>		9.20	0.00
<b>Lunches:</b>		11.60	0.00
<b>Dinners:</b> 03	see attached	20.75	62.25
<b>Personal:</b>		7.35	0.00
<b>TOTAL MEAL ALLOWANCES:</b>			62.25
<b>TOTAL CLAIM:</b>			98.10

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
[REDACTED]		35.86	1	1.71
[REDACTED]		62.25	1	2.96
<b>Total Without Taxes:</b>				<b>93.44</b>
<b>Tax Total:</b>				<b><u>4.67</u></b>
<b>Total With Taxes:</b>				<b>98.11</b>

▼ AUTHORIZER SECTION

[REDACTED]

[REDACTED]

Authorizer Comment

▼ AUTHORIZER SECTION

[REDACTED]

[REDACTED]

Authorizer Comment

▼ ACCOUNTS PAYABLE

[REDACTED]

[REDACTED]

**FISCAL PERIOD : 202208**

**VENDOR NUMBER: [REDACTED] - Boyce, Shauna**

**Click here to show GL Coding Section** Y

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
[REDACTED]		35.86	1	1.71
[REDACTED]		62.25	1	2.96
<b>Total Without Taxes:</b>				<b>93.44</b>
<b>Tax Total:</b>				<b><u>4.67</u></b>
<b>Total With Taxes:</b>				<b>98.11</b>

EXPENSE CLAIM: March 2022 mileage reimbursement

