
▼ TRUSTEE APPROVAL SECTION

Task ID: 0000099554 - Created: 02-Oct-2019 08:42.33 AM - By: Jackie Comeau - Processed: 02-Oct-2019 09:25.19 AM - By: Mabel Wang

Action Taken: Approve Expense

Comment:

Expense Reimbursement Authorization


Receipts
None



Review all sections of the form and then complete the last section at the bottom of the page.

TRUSTEE TIMESHEET

Task ID: 0000101992 - Created: 03-Nov-2019 09:57.37 PM - By: Jackie Comeau - Processed: 03-Nov-2019 09:57.37 PM - By: Jackie Comeau

		<h1>TRUSTEE REMUNERATION</h1>							
Name: COMEAU, JACKIE									
Month: October									
Meeting Date	Event Description	Daily Rate	Portion of Day/Allowance	TRAVEL Regular # km	SUBSISTENCE ALLOWANCE (Please select all that apply)			RECEIPT DESCRIPTION Description	TOTAL RECEIPT Amount
					Breakfast	Lunch	Supper		
	MONTHLY STIPEND	\$485.00							
	CHAIR ALLOWANCE	0.00							
	INTERNET ALLOWANCE		INTERNET				INTERNET ALLOWANCE	40.00	
	CELLPHONE ALLOWANCE		KEOUGH				CELLPHONE ALLOWANCE	20.00	
(YYYYMMDD)	MEETINGS - LOCATION								
07-Oct-2019	Audit mtg	216.00	4 - 8 Hrs	130					
09-Oct-2019	Bd Mtg Bhd	216.00	4 - 8 Hrs	130					
10-Oct-2019	ATA Retirement	108.00	< 4 Hrs	50					
23-Oct-2019	Bd Mtg Pibroch	108.00	< 4 Hrs	25					
30-Oct-2019	Bd Planning audit reiew	216.00	4 - 8 Hrs	130					
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Wang

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DEDUCTIONS									
								(Enter Credit for Deductions)	
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			SUB-TOTAL	465.00	0.00	0.00	0.00		
			RATES	0.50	10.00	15.00	25.00		
			TOTAL \$	232.50	0.00	0.00	0.00		60.00
		Total Payroll Honoraria	1349.00		Total Km	Total Subsistence			Total Other
		Shaded area payable through Payroll	\$ 1349.00					White area payable through Accounts Payable	\$ 292.50
		Trustee claims are made in accordance with Board Policy P7 - 10							

▼ TRUSTEE APPROVAL SECTION

Task ID: 0000101992 - Created: 03-Nov-2019 09:57.37 PM - By: Jackie Comeau - Processed: 05-Nov-2019 10:02.27 AM - By: Mabel Wang

Action Taken: Approve Expense

Comment:

Expense Reimbursement Authorization

Receipts
None

Review all sections of the form and then complete the last section at the bottom of the page.

▼ TRUSTEE TIMESHEET

Task ID: 0000104236 - Created: 02-Dec-2019 08:46.56 AM - By: Jackie Comeau - Processed: 02-Dec-2019 08:46.56 AM - By: Jackie Comeau



TRUSTEE REMUNERATION

Name: COMEAU, JACKIE

Month: November

Meeting Date	Event Description	Daily Rate	Portion of Day/Allowance	TRAVEL	SUBSISTENCE ALLOWANCE			RECEIPT DESCRIPTION	TOTAL RECEIPT
				Regular	(Please select all that apply)				
				# km	Breakfast	Lunch	Supper	Description	Amount
	MONTHLY STIPEND	\$485.00							
	CHAIR ALLOWANCE	0.00							
	INTERNET ALLOWANCE		INTERNET					INTERNET ALLOWANCE	40.00
	CELLPHONE ALLOWANCE		KEOUGH					CELLPHONE ALLOWANCE	20.00
(YYYYMMDD)	MEETINGS - LOCATION								
04-Nov-2019	PNCS school council	108.00	< 4 Hrs						
12-Nov-2019	Council of School Councils	108.00	< 4 Hrs	130					
13-Nov-2019	Board Meeting	324.00	> 8 Hrs	130					
17-Nov-2019	ASBA	216.00	4 - 8 Hrs	50			1		
18-Nov-2019	ASBA	216.00	4 - 8 Hrs				1		
19-Nov-2019	ASBA	216.00	4 - 8 Hrs						
25-Nov-2019	Board Planning	216.00	4 - 8 Hrs	130					
27-Nov-2019	Board Meeting	324.00	> 8 Hrs	130					
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	DEDUCTIONS								
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			SUB-TOTAL	570.00	0.00	0.00	2.00		
			RATES	0.50	10.00	15.00	25.00		
			TOTAL \$	285.00	0.00	0.00	50.00		60.00
	Submitting this expense claim certifies that the foregoing expenses were incurred for Pembina Hills Regional Division Schools business and are in compliance with School District Policy and Guidelines.								
	Total Payroll Honoraria	2213.00		Total Km	Total Subsistence				Total Other
	Shaded area payable through Payroll	\$ 2213.00						White area payable through Accounts Payable	\$ 395.00
				Trustee claims are made in accordance with Board Policy P7 - 10					

▼ TRUSTEE APPROVAL SECTION

Task ID: 0000104236 - Created: 02-Dec-2019 08:46.56 AM - By: Jackie Comeau - Processed: 02-Dec-2019 07:47.46 PM - By: Mabel Wang

Action Taken: Approve Expense

Comment:



TRUSTEE REMUNERATION

Name: COMEAU, JACKIE

Month: December

				TRAVEL Regular	SUBSISTENCE ALLOWANCE (Please select all that apply)			RECEIPT DESCRIPTION	TOTAL RECEIPT
Meeting Date	Event Description	Daily Rate	Portion of Day/Allowance	# km	Breakfast	Lunch	Supper	Description	Amount
	MONTHLY STIPEND	\$485.00							
	CHAIR ALLOWANCE	0.00							
	INTERNET ALLOWANCE		INTERNET					INTERNET ALLOWANCE	40.00
	CELLPHONE ALLOWANCE		COMEAU					CELLPHONE ALLOWANCE	20.00
(YYYYMMDD)	MEETINGS - LOCATION								
02-Dec-2019	Board Planning	108.00	< 4 Hrs	130					
11-Dec-2019	Board Meeting Dunstable	216.00	4 - 8 Hrs	50					
12-Dec-2019	PNCS Christmas Concert	0.00							
17-Dec-2019	PNCS Long Service	108.00	< 4 Hrs						
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DEDUCTIONS

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Submitting this expense claim certifies that the foregoing expenses were incurred for Pembina Hills Regional Division Schools business and are in compliance with School District Policy and	SUB-TOTAL	180.00	0.00	0.00	0.00	
	RATES	0.50	10.00	15.00	25.00	
	TOTAL \$	90.00	0.00	0.00	0.00	60.00

	Total Payroll Guidelines Honoraria	917.00	Total Km	Total Subsistence		Total Other
	Shaded area payable through Payroll	\$ 917.00	White area payable through Accounts Payable			\$ 150.00
Trustee claims are made in accordance with Board Policy P7 - 10						



TRUSTEE REMUNERATION

Name: COMEAU, JACKIE

Month: January

				TRAVEL Regular	SUBSISTENCE ALLOWANCE (Please select all that apply)			RECEIPT DESCRIPTION	TOTAL RECEIPT
Meeting Date	Event Description	Daily Rate	Portion of Day/Allowance	# km	Breakfast	Lunch	Supper	Description	Amount
	MONTHLY STIPEND	\$485.00							
	CHAIR ALLOWANCE	0.00							
	INTERNET ALLOWANCE		INTERNET					INTERNET ALLOWANCE	40.00
	CELLPHONE ALLOWANCE		COMEAU					CELLPHONE ALLOWANCE	20.00
(YYYYMMDD)	MEETINGS - LOCATION								
06-Jan-2020	Long Service Sunnybend	108.00	< 4 Hrs	40					
15-Jan-2020	Bd Mtg Bhd	216.00	4 - 8 Hrs	130					
20-Jan-2020	Citizenship Award PNCS	108.00	< 4 Hrs						
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			SUB-TOTAL	170.00	0.00	0.00	0.00			
Submitting this expense claim certifies that the foregoing expenses were incurred for Pembina Hills Regional Division Schools business and are in compliance with School District Policy and Guidelines.			RATES	0.50	10.00	15.00	25.00			
			TOTAL \$	85.00	0.00	0.00	0.00		60.00	
	Total Payroll Honoraria	917.00		Total Km	. Total S u b s i s t e n c e .				Total Other	
	Shaded area payable through Payroll	\$ 917.00							White area payable through Accounts Payable	\$ 145.00
				Trustee claims are made in accordance with Board Policy P7 - 10						

Expense Reimbursement Authorization

Attached Documents

Review all sections of the form and then complete the last section at the bottom of the page.

▼ TRUSTEE TIMESHEET

Task ID: 0000111401 - Created: 01-Apr-2020 09:46.24 AM - By: Jackie Comeau - Processed: 01-Apr-2020 09:46.23 AM - By: Jackie Comeau



TRUSTEE REMUNERATION

Name: COMEAU, JACKIE

Month: March

Meeting Date	Event Description	Daily Rate	Portion of Day/Allowance	TRAVEL	SUBSISTENCE ALLOWANCE			RECEIPT DESCRIPTION	TOTAL RECEIPT
				Regular	(Please select all that apply)				
				# km	Breakfast	Lunch	Supper	Description	Amount
	MONTHLY STIPEND	\$485.00							
	CHAIR ALLOWANCE	0.00							
	INTERNET ALLOWANCE		INTERNET					INTERNET ALLOWANCE	40.00
	CELLPHONE ALLOWANCE		COMEAU					CELLPHONE ALLOWANCE	20.00
(YYYYMMDD)	MEETINGS - LOCATION								
18-Mar-2020	Bd mtg (video conference)	216.00	4 - 8 Hrs						
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DEDUCTIONS									
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			SUB-TOTAL	0.00	0.00	0.00	0.00		
			RATES	0.50	10.00	15.00	25.00		
			TOTAL \$	0.00	0.00	0.00	0.00		60.00
	Total Payroll Honoraria	701.00		Total Km	Total Subsistence				Total Other
	Shaded area payable through Payroll	\$ 701.00						White area payable through Accounts Payable	\$ 60.00
			Trustee claims are made in accordance with Board Policy P7 - 10						

▲ TRUSTEE APPROVAL SECTION

▲ TRUSTEE EXPENSE CLAIM-PAYROLL SECTION

▲ **GL DISTRIBUTION FINAL APPROVAL (AP) (TRUSTEES)**

	Shaded area payable through Payroll	\$ 1241.00		White area payable through Accounts Payable	\$ 60.00
Trustee claims are made in accordance with Board Policy P7 - 10					

TRUSTEE APPROVAL SECTION

Task ID: 0000112183 - Created: 01-May-2020 08:51.03 AM - By: Jackie Comeau - Processed: 01-May-2020 10:36.52 AM - By: Tracy Leigh

Action Taken: Approve Expense

Comment:

TRUSTEE EXPENSE CLAIM-PAYROLL SECTION

Task ID: 0000112183 - Created: 01-May-2020 10:36.52 AM - By: Tracy Leigh - Processed: 04-May-2020 08:18.22 AM - By: Veronica Lindquist

This expense form is being routed to you as the Trustee has entered honoraria or a per diem allowance.


Please print the expense form for processing of payment and as backup documentation.

GL DISTRIBUTION FINAL APPROVAL (AP) (TRUSTEES)

Task ID: 0000112183 - Created: 01-May-2020 10:36.52 AM - By: Tracy Leigh - Processed: 01-May-2020 11:30.59 AM - By: Mary Doris

Action Taken: Approve Expense

Period: 202009
Vendor Number: EM11248 - Comeau, Jackie

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
5700000669000442		60.00	G	2.86
Total Without Taxes:				57.14
Tax Total:				<u>2.86</u>
Total With Taxes:				60.00

Comment:
APRIL 2020 CELL/INTERNET



TRUSTEE REMUNERATION

Name: COMEAU, JACKIE

Month: May

Meeting Date	Event Description	Daily Rate	Portion of Day/Allowance	TRAVEL	SUBSISTENCE ALLOWANCE			RECEIPT DESCRIPTION	TOTAL RECEIPT
				Regular	(Please select all that apply)				
				# km	Breakfast	Lunch	Supper	Description	Amount
	MONTHLY STIPEND	\$485.00							
	CHAIR ALLOWANCE	0.00							
	INTERNET ALLOWANCE		INTERNET					INTERNET ALLOWANCE	40.00
	CELLPHONE ALLOWANCE		COMEAU					CELLPHONE ALLOWANCE	20.00
(YYYYMMDD)	MEETINGS - LOCATION								
12-May-2020	Council of School Councils virtual	108.00	< 4 Hrs						
13-May-2020	Bd meeting virtual	108.00	< 4 Hrs						
21-May-2020	Bd Planning virtual	108.00	< 4 Hrs						
22-May-2020	Citizenship award Jarvie	108.00	< 4 Hrs						
25-May-2020	School council mtg virtual	108.00	< 4 Hrs						
27-May-2020	Bd mtg virtual	216.00	4 - 8 Hrs						
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	DEDUCTIONS									
								(Enter Credit for Deductions)		
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			SUB-TOTAL	0.00	0.00	0.00	0.00			
	Submitting this expense claim certifies that the foregoing expenses were incurred for Pembina Hills Regional Division Schools business and are in compliance with School District Policy and Guidelines.		RATES	0.50	10.00	15.00	25.00			
			TOTAL \$	0.00	0.00	0.00	0.00		60.00	
		Total Payroll Honoraria	1241.00		Total Km.	Total Subsistence.			Total Other	
	Shaded area payable through Payroll	\$ 1241.00						White area payable through Accounts Payable	\$ 60.00	
			Trustee claims are made in accordance with Board Policy P7 - 10							



TRUSTEE REMUNERATION

Name: COMEAU, JACKIE

Month: June

Meeting Date	Event Description	Daily Rate	Portion of Day/Allowance	TRAVEL	SUBSISTENCE ALLOWANCE			RECEIPT DESCRIPTION	TOTAL RECEIPT
				Regular	(Please select all that apply)			Description	Amount
				# km	Breakfast	Lunch	Supper		
	MONTHLY STIPEND	\$485.00							
	CHAIR ALLOWANCE	0.00							
	INTERNET ALLOWANCE		INTERNET					INTERNET ALLOWANCE	40.00
	CELLPHONE ALLOWANCE		COMEAU					CELLPHONE ALLOWANCE	20.00
(YYYYMMDD)	MEETINGS - LOCATION								
10-Jun-2020	Virtual board meeting	216.00	4 - 8 Hrs						
24-Jun-2020	Board Meeting	216.00	4 - 8 Hrs	130					
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	DEDUCTIONS								
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			SUB-TOTAL	130.00	0.00	0.00	0.00		
	Submitting this expense claim certifies that the foregoing expenses were incurred for Pembina Hills Regional Division Schools business and are in compliance with School District Policy and Guidelines.		RATES	0.50	10.00	15.00	25.00		
			TOTAL \$	65.00	0.00	0.00	0.00		60.00
		Total Payroll Honoraria	917.00		Total Km	Total Subsistence			
	Shaded area payable through Payroll	\$ 917.00						White area payable through Accounts Payable	\$ 125.00
		Trustee claims are made in accordance with Board Policy P7 - 10							



TRUSTEE REMUNERATION

Name: COMEAU, JACKIE

Month: July

Meeting Date	Event Description	Daily Rate	Portion of Day/Allowance	TRAVEL	SUBSISTENCE ALLOWANCE			RECEIPT DESCRIPTION	TOTAL RECEIPT
				Regular	(Please select all that apply)			Description	Amount
				# km	Breakfast	Lunch	Supper		
	MONTHLY STIPEND	\$485.00							
	CHAIR ALLOWANCE	0.00							
	INTERNET ALLOWANCE		INTERNET					INTERNET ALLOWANCE	40.00
	CELLPHONE ALLOWANCE		COMEAU					CELLPHONE ALLOWANCE	20.00
(YYYYMMDD)	MEETINGS - LOCATION								
02-Jul-2020	Special Meeting	216.00	4 - 8 Hrs	130					
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	DEDUCTIONS								
								(Enter Credit for Deductions)	
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			SUB-TOTAL	130.00	0.00	0.00	0.00		
Submitting this expense claim certifies that the foregoing expenses were incurred for Pembina Hills Regional Division Schools business and are in compliance with School District Policy and Guidelines.			RATES	0.50	10.00	15.00	25.00		
			TOTAL \$	65.00	0.00	0.00	0.00		60.00
	Total Payroll Honoraria	701.00		Total Km	Total Subsistence				Total Other
	Shaded area payable through Payroll	\$ 701.00						White area payable through Accounts Payable	\$ 125.00
			Trustee claims are made in accordance with Board Policy P7 - 10						