

Month **October**

EE

JAN HOFFART

Date	Location	Event Description
month day, year		
Oct 11/17	Barrhead	Board Meeting
Oct 18/17	Westlock	Westlock CONEX
Oct 12/17	Westlock	ATA Retirement/Induction
Oct 25/17	Barrhead	Board Meeting
Monthly		
Monthly		
SUBTOTALS		

PAYROLL	
Trustee Honorarium Rates	PAYROLL TOTAL
< 4 hours = \$98	
<> 4hrs / 8 hrs = \$196	
> 8 hrs = \$294	
196.00	196.00
98.00	98.00
98.00	98.00
98.00	98.00
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
490.00	490.00
CHAIRMAN'S ALLOWANCE	
STIPEND	441.00
PAYROLL TOTAL	\$ 931.00

ACCOUNTS PAYABLE						
TRAVEL		MEALS		MISCELLANEOUS EXPENSES		EXPENSE TOTAL
Distance (KM)	Dist @ \$ 0.50 per km	B - 10.00 L - 15.00 S - 25.00	Desc B,L,S	Receipts for all miscellaneous expenses must be submitted to Accounts Payable prior to payment	AMOUNT	
90.00	45.00					45.00
	-					-
	-					-
90.00	45.00					45.00
	-					-
	-					-
	-					-
	-					-
	-					-
	-					-
	-					-
	-					-
	-					-
	-					-
	-					-
	-					-
	-					-
	-					-
	-					-
	-			Cell Phone Refund	20.00	20.00
	-			Hi Speed Internet Connection	40.00	40.00
	90.00	-			60.00	150.00
DEDUCTIONS						
Specify					Amount	
ACCOUNTS PAYABLE TOTAL					\$ 150.00	

Please e-mail your completed claim by the first day of the new month to:
Veronica Lindquist, Payroll Administrator
Lou Doris, Accounts Payable

GRAND TOTAL FOR MONTH \$ 1,081.00

Trustee claims are made in accordance with Board Policy P7-10