

expense | monthly tracking report

claimant | King, Pamela
 position | Trustee, Wards 5 & 10
 level | Board of Trustees
 reporting period | November 1 to December 31, 2013
 date of report | February-14-14



**Calgary Board
of Education**

| Description | Date (mm/dd/yyyy) | Details and/or Rationale | Amount (CDN\$) | Category | Expense Type |
|---|----------------------|---|----------------|----------|--------------------------------|
| Alberta School Boards Association Fall General Meeting, Edmonton, Alberta | 11/16/2013 | Registration - ASBA Fall General Meeting Nov 17-19, 2013 Edmonton, AB | \$630.00 | Travel | PD course or registration fee |
| Alberta School Boards Association Fall General Meeting, Edmonton, Alberta | 11/16/2013 | Accommodation - ASBA Fall General Meeting Nov 17-19, 2013 | \$417.66 | Travel | PD accommodation |
| Alberta School Boards Association Fall General Meeting, Edmonton, Alberta | 11/16/2013 | Mileage - Calgary to Edmonton and Return Nov 19, 2013 | \$300.00 | Travel | PD mileage |
| Alberta School Boards Association Fall General Meeting, Edmonton, Alberta | 11/19/2013 | Meals - ASBA Fall General Meeting Nov 17-19, 2013 | \$41.00 | Travel | PD food/non alcoholic beverage |
| Alberta School Boards Association Fall General Meeting, Edmonton, Alberta | 11/19/2013 | Parking at hotel - ASBA Fall General Meeting Nov 16-19, 2013 Edmonton | \$56.55 | Travel | PD general |
| | | | | | |



Must be completed upon return from every business trip for reporting purposes and any out of pocket expenditures. Completed form will be submitted to Accounts Payable.

Details of Trip | Please Print

Date: December 17, 2013

Trustee's Name Pamela King, Trustee, Wards 5 & 10

Purpose of Trip / Name of Conference: ASBA Fall General Meeting

Departure and Return Date November 16-19, 2013

Destination: Edmonton, Alberta

| Description of Expenses Please attach receipts | Total Cost (Indicate currency if not Cdn) | Exchange Rate Adjusted Amount (If applicable) | Amount Paid by CBE Invoice/P-Card/ Payroll for Mileage (including GST) | Amount Paid By Claimant For Out of Pocket Expenditures (including GST) | Alias to be Charged for Claimant's Expenses |
|--|--|---|--|--|--|
| Registration/Conference Fees | 630.00 | | 630.00 | | |
| Travel Costs | | | | | |
| Airfare | | | | | |
| Insurance | | | | | |
| Rail/Bus | | | | | |
| Taxi/Shuttle Bus/Car Rental at Destination | | | | | |
| Personal Vehicle 600 Km @ 50¢/Km (submit via PeopleSoft) | 300.00 | | 300.00 | | |
| Parking – at Destination | 56.55 | | 56.55 | | |
| Accommodation | | | | | |
| 3 Nights @ \$ 139.22 (Single Rate) | 417.66 | | 417.66 | | |
| Telecommunication Charges (Internet, Phone calls) | | | | | |
| Meals – Receipts required (Including tips, excluding meals covered by Conference or Others) | | | | | |
| sdf Breakfast(s) (Maximum \$12.00 each) | | | | | |
| Lunch(es) (Maximum \$17.00 each) | | | | | |
| 2 Dinner(s) (Maximum \$26.00 each) | 41.00 | | 21.00 | 20.00 | |
| Other – Provide Details | | | | | |
| TOTAL COST OF TRIP | 1445.21 | | 1425.21 | | |
| AMOUNT DUE TO CLAIMANT / <CBE> | | | | 20.00 | |
| GST Breakout Area | | | | | |

NOTE: Copies of amounts paid through the P-Card, Invoices and Mileage Claim Forms must also be attached to this claim, in addition to items claimed for all Out of Pocket Expenses.

Personal Information is collected under the authority of Alberta's *Freedom of Information and Protection of Privacy Act (FOIP)*. The information included in this report is collected for the purpose of expense reporting and reimbursement and may be disclosed to the public as required by the CBE's policies and practices, Alberta Government policies and legislation, or a FOIP request. I have reviewed the attachments to ensure that confidential information has been removed or redacted. I certify that the above claim is correct.

NUMBER

DATE December 18, 2013

1200, 9925 - 109 Street Edmonton, Alberta T5K 2J8
 Phone: 1.780.482.7311 Fax: 1.780.482.5659
 www.asba.ab.ca Email: hrogers@asba.ab.ca Business #: 10669 4268

BILL TO:

Calgary School District No. 19
 1221 - 8 St SW
 Calgary AB T2R 0L4

(403) 817-4000 Ext.

| Customer Number | P.O. NUMBER | TERMS | | |
|---|-------------|----------------|-------------------|--|
| | | Due on Receipt | | |
| DESCRIPTION | REQ. | UNIT PRICE | EXTENDED PRICE | |
| Fall General Meeting 2013 | 6 | 600.00 | 3,600.00 | |
| Attendee(s): S.Taylor, L.Ferguson, T.Hurdman, P.King, A.Stewart, J.Bowen-Eyre | | | | |
| Fall General Meeting 2013 | 1 | 650.00 | 650.00 | |
| Attendee(s): J.Hehr | | | | |
| <p style="color: blue; font-family: cursive;"> Pamela King - \$600.00 + \$30.00 GST = \$630.00 9051 - 5 + 10 FEES </p> | | | | |
| NET AMOUNT | | | 4,250.00 | |
| FREIGHT | | | | |
| G.S.T. | | | 212.50 | |
| TOTAL DUE | | | \$4,462.50 | |



10155 105th Street,
Edmonton, AB T5J 1E2
Tel: (780) 423 4811 Fax: (780) 423 3204

16111

Ms Pamela King
1221 8th Street SW
CALGARY AB T2R 0L4
CANADA

Receipt

Invoice date 11/19/2013
Our reference
GST Number 10103 5467 RT0020

| Guest | Ms Pamela King | Arrival | 11/16/2013 | Departure | 11/19/2013 | Room |
|------------|------------------------------------|----------|------------|-----------|------------|------|
| Date | Description | Quantity | Unit Price | Total () | | |
| 11/16/2013 | 403-764-3658 (03:00) 71617 | 1 | 3.46 | 3.46 | | |
| 11/16/2013 | Federal Tax GST 71617 | 1 | 0.17 | 0.17 | | |
| 11/16/2013 | 105th Street Cafe 4149 | 1 | 17.62 | 17.62 | | |
| 11/16/2013 | Federal Tax GST Restaurant 4149 | 1 | 0.88 | 0.88 | | |
| 11/16/2013 | 105th Street Cafe 4149 | 1 | 2.50 | 2.50 | | |
| 11/16/2013 | Room Charge | 1 | 124.00 | 124.00 | | |
| 11/16/2013 | GST Taxes | 1 | 6.39 | 6.39 | | |
| 11/16/2013 | Tourism Levy | 1 | 5.11 | 5.11 | | |
| 11/16/2013 | Destination Market Fee | 1 | 3.72 | 3.72 | | |
| 11/16/2013 | Parking Daily | 1 | 17.95 | 17.95 | | |
| 11/16/2013 | Federal Tax GST Parking | 1 | 0.90 | 0.90 | | |
| 11/17/2013 | Room Charge | 1 | 124.00 | 124.00 | | |
| 11/17/2013 | GST Taxes | 1 | 6.39 | 6.39 | | |
| 11/17/2013 | Tourism Levy | 1 | 5.11 | 5.11 | | |
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| 11/18/2013 | Tourism Levy | 1 | 5.11 | 5.11 | | |
| 11/18/2013 | Destination Market Fee | 1 | 3.72 | 3.72 | | |
| 11/18/2013 | Parking Daily | 1 | 17.95 | 17.95 | | |
| 11/18/2013 | Federal Tax GST Parking | 1 | 0.90 | 0.90 | | |

Total invoice 498.84

Subtotal 498.84

For reservations: www.coasthotels.com or 1-800-663-1144

Ms Pamela King
1221 8th Street SW
CALGARY AB T2R 0L4
CANADA

Receipt

Invoice date
Our reference
GST Number 10103 5467 RT0020

| Date | Description | Quantity | Unit Price | Total () |
|------------|-------------|----------|------------|----------|
| 11/19/2013 | MO Auth: | | | -498.84 |
| | | | Total Paid | -498.84 |
| | | | Total Due | 0.00 |
| Total GST | | 22.92 | | |

I agree that my liability for any charges incurred by me is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part of the full amount of these charges. Interest will be charged on any overdue balance.

Signature X _____

MADISON'S GRILL
10053-Jasper Ave
Edmonton, Alberta
780-401-2222

Server: Glenn 11/17/2013
Table 50/7 7:25 PM
Guests: 8 10017

Hot Chocolate 3.50
Caesar Salad 14.00

Subtotal 17.50

GST Exclusive Tax 0.88

Total 18.38

Balance Due \$ 18.38

GRATUITY : _____
TOTAL : 20.00
SIGNATURE : _____

ROOM #: _____

PRINT NAME _____

THANK YOU
Please Come Again Soon
GST #R897343794

CHECK # DATE 16/11/13
TABLE # 11 TIME 9:36PM

-- Cafe : Valerie --

ITEMS ORDERED AMOUNT
1 CAESAR SALAD 8.0025% OFF
1 STEAK SANDWICH 15.5025% OFF

25% OFF -5.88

-- PROMOTIONS --
TYPE AMOUNT
25% OFF -5.88

-5.88

TOTAL CHK 23.50

PROMO -5.88
SUBTOTAL 17.62
GST 0.88

TOTAL DUE 18.50

GRATUITY NOT INCLUDED
G.S.T. # 10103 5467 RT0020

TIP 2.50
TOTAL 21.00

ROOM NUMBER _____

PRINT NAME KING.

SIGNATURE _____

Thank You For Joining Us At The
Coast Edmonton Plaza Hotel
(780) 423-4811

GST#