

expense | monthly tracking report

claimant | Hehr, Judy
 position | Trustee, Wards 8 & 9
 level | Board of Trustees
 reporting period | May 1 to June 30, 2014
 date of report | August-15-14



**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Task Force for Teaching Excellence Symposium	05/05/2014	Accommodation - Alberta Education "Task Force for Teaching Excellence Symposium, Edmonton, AB, May 5, 2014	\$155.89	travel	PD accommodation
Task Force for Teaching Excellence Symposium	05/05/2014	Meals - Alberta Education "Task Force for Teaching Excellence Symposium, Edmonton, AB, May 5, 2014	\$22.65	travel	PD food/non alcoholic beverage
Distinguished Alumni Awards	05/12/2014	Ticket to CBE Distinguished Alumni Awards,	\$187.50	other disclosed	PD general
Dr. Elizabeth Cannon Luncheon	05/22/2014	Dr. Elizabeth Cannon, May 22nd Luncheon Speaker	\$65.00	other disclosed	PD general
2013/14 Edwin Parr Banquet	05/22/2014	Ticket to Edwin Parr Banquet	\$45.00	other disclosed	PD general
Calgary Bridge Foundation for Youth Gala	05/28/2014	Calgary Bridge Foundation for Youth "Building Bridges Gala" May 28, 2014	\$73.34	other disclosed	PD general
ASBA Spring General Meeting	06/01/2014	Registration - ASBA Spring General Meeting, Red Deer, AB June 1-3, 2014	\$603.75	travel	PD course or registration fee
ASBA Spring General Meeting	06/01/2014	Mileage - Calgary to Red Deer Return June 1-	\$150.00	travel	PD mileage
ASBA Spring General Meeting	06/01/2014	Accommodation - ASBA Spring General Meeting June 1-3, 2014 (June 3-4 attended Inspiring Education Symposium)	\$392.37	travel	PD accommodation
ASBA Spring General Meeting	06/01/2014	Meals - ASBA Spring General Meeting, June 1-3, 2014	\$13.27	travel	PD food/non alcoholic beverage



Trustee Professional Development and Travel & Subsistence Expense Report

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: May 6, 2014

Trustee's Name Judy Hehr, Trustee Wards 8 & 9

Purpose of Trip / Name of Conference: Task Force for Teaching Excellence Symposium

Departure and Return Date May 5, 2014

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					
Travel Costs					
Airfare					
Insurance					
Rail/Bus					
Taxi/Shuttle Bus/Car Rental at Destination					
Personal Vehicle Km @ 50¢/Km (submit via PeopleSoft)					N/A
Parking – at Destination					
Accommodation					
1 Nights @ \$ 155.89 (Single Rate)	155.89			155.89	
Telecommunication Charges (Internet, Phone calls)					
Meals – Receipts required (Including tips, excluding meals covered by Conference or Others)					
Breakfast(s) (Maximum \$12.00 each)					
Lunch(es) (Maximum \$17.00 each)					
1 Dinner(s) (Maximum \$26.00 each)	22.65			22.65	
Other – Provide Details					
TOTAL COST OF TRIP	178.54			178.54	
AMOUNT DUE TO CLAIMANT / <CBE>				178.54	
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.

Claimant's signature _____

Payment Authorization _____



Courtyard by Marriott
Edmonton Downtown

1 Thornton Court Nw
Edmonton, Ab T5j 2e7
T 780.423.9999

J. Hehr

Room:

Room Type: GENR

Number of Guests: 1

Rate: \$139.00

Clerk:

Arrive: 04May14

Time: 09:46PM

Depart: 05May14

Time:

Folio Number: 61981

Date

Description

Charges

Credits

04May14

Room Charge

139.00

04May14

Marketing Fee

4.17

04May14

Gst 831018205

7.16

04May14

Tourism Levy

5.56

05May14

Visa

155.89

Card #: VXXXXXXXXXXXXX XXXX

Amount: 155.89 Auth: 092199 Signature on File

This card was electronically swiped on 04May14

Balance: 0.00

As a Rewards Member, you could have earned points toward your free dream vacation today. Start earning points and elite status, plus enjoy exclusive member offers. Enroll today at the front desk.

Description

Tax

Gst Room

7.16

Hst Room

5.56

Thank You For Choosing Courtyard By Marriott Edmonton Downtown

As requested, a final copy of your bill will be emailed to you at: GMSTCROIX@CBE.AB.CA. See "Internet Privacy Statement" on Marriott.com.

EARLS RESTAURANTS

EARLS-10207-CROSSROADS
4250 Calgary Trail St
Edmonton, AB
T6J 6Y8
780-439-5888

** TRANSACTION RECORD **

Tran. #:
RUC: Restaurant
Table #: 41
Check #: 6017
Group #: 2
Employee #: 883
Employee Name: MAT

UISA Pre-Auth Purchase
XXXXXXXXXXXX
AID: A0000000031010

Amount \$19.69
Tip \$2.96
=====

TOTAL CAD\$22.65

APPROVED
00-001 05
EA34WS06/
086001001006
2014/05/04 20:38:34

TUR: 0000008000
TSI: F800

Customer Copy

THANK YOU
Come Again

earls

GREAT FOOD GREAT PEOPLE

883 MAT

Tbl 4 1/2 Chk 6017 Gst 1
04May'14 07:34PM

1 TEA 3.25
1 FIG BRIE CHICKEN 14.00
w/caesar salad 1.50

Subtotal 18.75
GST Tax 0.94
08:32PM Total 19.69

A RIDICULOUSLY GOOD DEAL
WINGS AND BEER - \$9.00
TUES, WED, THUR AFTER 3 PM
GST # 138048285

Subject:

FW: CBE Distinguished Alumni Awards Dinner - get your tickets before it's too late

Subject: CBE Distinguished Alumni Awards Dinner - get your tickets before it's too late

Having trouble viewing this email? [Click here](#)



Join us for the
Calgary Board of Education 2013-2014 Distinguished Alumni Awards
and prepare to be inspired by this year's chosen Alumni

Brian and Stephanie Felesky

Help us celebrate their lifetime of commitment, determination and passion that has made an enduring difference in our community and beyond.

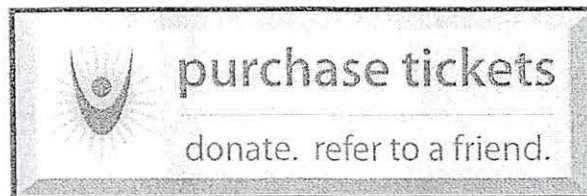
Monday, May 12, 2014
Hotel Arts, 119 - 12 Avenue S.W.

187.50 per trustee

Reception: 6:00 p.m.
Dinner: 6:30 p.m.

\$200 each | Table of 8 \$1500

Proceeds from the event support the EducationMatters' Future Leaders Fund, a fund dedicated to nurturing the leadership qualities of our students and building the leaders of tomorrow.



To purchase by phone please call EducationMatters at 403-817-7468

From: service@intl.paypal.com
Sent: May 12, 2014 1:46 PM
To:
Subject: Your payment to Canadian Club of Calgary



You sent a payment of \$65.00 CAD to Canadian Club of Calgary.

May 12, 2014 15:45:33 GMT-04:00
Receipt No:

Hello

This charge will appear on your credit card statement as payment to PAYPAL¹

Save time with a PayPal account

Create a PayPal account and save your payment information. You won't need to enter your payment information every time you shop online.

[Sign Up Now](#)

Shop with confidence

We keep your financial information secure.

Transactions monitored 24/7

Our fraud specialists help protect your account.

You're protected

Zero fraud liability for eligible unauthorized purchases. [See eligibility](#)

Merchant information:
Canadian Club of Calgary
canadianclubevent@yahoo.com
4032651927

Instructions to merchant:
None provided

Shipping information

Shipping method
Not specified

Description	Unit price	Qty	Amount
Canadian Club MAY 2014 Event - Judy Hehr	\$65.00 CAD	1	\$65.00 CAD
	Insurance:		----
	Total:		\$65.00 CAD

Receipt No: 1650-5547

Please keep this receipt number for future reference. You'll need it if you contact customer service at Canadian Club of Calgary or PayPal.

[Help Centre](#) | [Security Centre](#)

This email was sent by an automated system, so if you reply, nobody will see it. To get in touch with us, log in to your account and click "Contact Us" at the bottom of any page.

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May 22/2014



INVOICE

ROCKY VIEW SCHOOL DIVISION NO. 41
2651 Chinook Winds Drive S W
Airdrie, AB T4B 0B4
Phone (403) 945-4000 Fax (403) 945-4001
www.rockyview.ab.ca

Date: 28-Apr-14

CALGARY BOARD OF EDUCATION
1221 8TH STREET SW
CALGARY, AB
T2R 0L4

Customer # 15

Invoice # 08132adj

Invoice Total: \$ 270.00

detach and return top portion of this invoice with cheque payable to Rocky View Schools

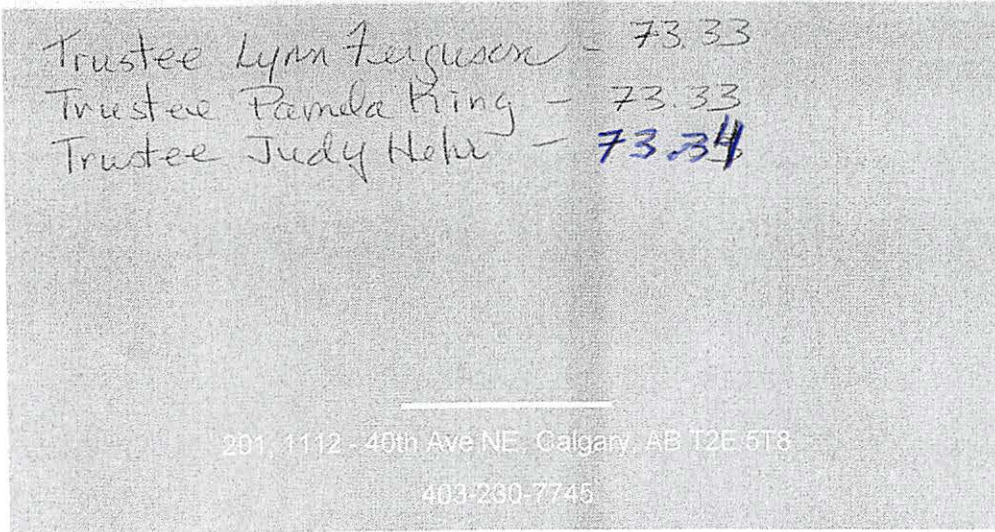
DESCRIPTION	AMOUNT
2013/14 Edwin Parr Banquet Tickets <i>May 22/2014</i>	
7 Trustees x \$45.00 @ ticket	\$ 315.00
Adjusted for 1 trustee unable to attend.	-\$ 45.00
<i>Sheila Taylor - \$45.⁰⁰ 9081 - 11+13 Fees</i> <i>Jay Bowen-Eyre - \$45.⁰⁰ 9091 - 11+3 Fees</i> <i>Patricia King - \$45.⁰⁰ 9051 - 5+14 fees</i> <i>Trina Hardman \$45.⁰⁰ 9061 - 6+7 Fees</i> <i>Judy Hall - \$45.⁰⁰ 9111 - 8+9 Fees</i> <i>Amber Stewart - \$45.⁰⁰ 9101 - 12+14 Fees</i>	
Terms: Payable on receipt	INVOICE TOTAL \$ 270.00

Make Cheques Payable to:
Rocky View Schools
2651 Chinook Winds Drive S W
Airdrie AB T4B 0B4

Finance: Cindy Stuart, Budget Officer
(403)945-4044
cstuart@rockyview.ab.ca

From: Square <noreply@messaging.squareup.com>
Sent: May 13, 2014 2:27 PM
To:
Subject: Receipt from _____ for \$220.00

[Trouble viewing this email?](#)



May 13, 2014 at 2:25PM

Receipt #ulfy

Gala Ticket 2014 (1 person) \$220.00

Thank you for your support!
You just empowered
immigrant youth and families
to fulfill their potential in
Canadian society.

Total **\$220.00**

 \$220.00 \$220.00





Trustee Professional Development and Travel & Subsistence Expense Report

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Details of Trip | Please Print

Date: June 12, 2014

Trustee's Name Judy Hehr, Trustee Wards 8 & 9

Purpose of Trip / Name of Conference: ASBA SGM June 1-3, 2014 & Inspiring Education Symposium June 4, 2014

Departure and Return Date June 1-4, 2014

Destination: Red Deer, Alberta

Description of Expenses | Please attach receipts

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	603.75		603.75		
Travel Costs					
Airfare					
Insurance					
Rail/Bus					
Taxi/Shuttle Bus/Car Rental at Destination					
Personal Vehicle 300 Km @ 50¢/Km (submit via PeopleSoft)	150.00		150.00		
Parking – at Destination					
Accommodation					
3 Nights @ \$ 130.79 (Single Rate)	392.37		392.37		
Telecommunication Charges (Internet, Phone calls)					
Meals – Receipts required (Including tips, excluding meals covered by Conference or Others)					
Breakfast(s) (Maximum \$12.00 each)					
Lunch(es) (Maximum \$17.00 each)					
1 Dinner(s) (Maximum \$26.00 each)	13.27			13.27	
Other – Provide Details					
TOTAL COST OF TRIP	1159.39		1146.12		
AMOUNT DUE TO CLAIMANT / <CBE>				13.27	
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.

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Claimant's Signature

Payment Authorization

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

INVOICE

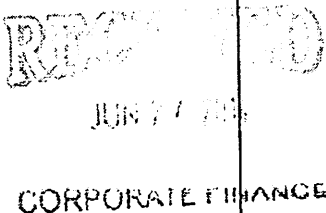
NUMBER

DATE June 23, 2014

BILL TO:

Calgary Board of Education
 1221 - 8 St SW
 Calgary AB T2R 0L4

(403) 817-7933 Ext.

Customer Number	P.O. NUMBER	TERMS		
CAL02		Due on Receipt		
DESCRIPTION	REQ.	UNIT PRICE	EXTENDED PRICE	
Spring General Meeting 2014 Attendee(s): Judy Hehr <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> AUTHORIZED SIGNATURE Alias/PO Number FAX TO: (403) 294-8360 <i>P. Hehr</i> </div>	1	575.00	575.00	
				
NET AMOUNT			575.00	
FREIGHT G.S.T.			28.75	
TOTAL DUE			\$603.75	



**Calgary Board
of Education**

Kilometre Travel Log

Directi

ns: Complete this form to track kilometres travelled. To receive payment, please enter the total weekly kilometres into your timesheet in PeopleSoft, then submit a hardcopy of the Kilometre Travel Log form to your Manager or Principal. You may wish to retain a copy for your own records.

Section 1: Your Employee Information <i>To be completed by Employee</i>				
Employee ID:*		First Name:* Judy Last Name:* Hehr, Trustee Wards 8 & 9		
Section 2: Trip Details: <i>To be completed by Employee</i> Record the date, purpose, beginning and ending locations, and distance of each trip on a separate row.				
Date DD-MM-YY	Purpose for Trip	Trip Starts From	Trip Ends At	Distance in km
01-06-14	ASBA SGM General Mtg.	Calgary	Red Deer	150
04-06-14		Red Deer	Calgary	150
The total weekly km must be entered into the timesheet in PeopleSoft.			Total Kilometres	300
Section 3: To be completed by Employee and Approver The approver must create a PDF copy of the completed Travel Log and send to: cbeincoming@westcanadian.com sent June 13/2014				
Employee Signature:*		Time Approver Name:*		
Employee Phone:* 403-817-7932		Time Approver Signature:*		
Date DD-MM-YY:*		Date DD-MM-YY:*		
403-817-7924		June 13/2014 ✓		
<small>Personal information is collected under the authority of Alberta's Freedom of Information and Protection of Privacy Act (FOIP). This information will be used for the management of personnel and for the delivery of various Human Resources programs at the Calgary Board of Education. It will be treated in accordance with the privacy protection provisions of FOIP. If you have any questions about the FOIP Act, please access http://www.cbe.ab.ca/legal/foip. If you have any questions about this form and/or the use of the information, please contact the Employee Contact Centre at 1-877-353-2555.</small>				



Judy Heher Calgary AB CA	Invoice No.	:		Room No. :	
	GST Number	:	R121526081	Arrival :	06-01-14
	Folio Number	:		Departure :	06-04-14
	A/R Number	:		Conf. No. :	
	Group Code	:	CBE	Rate Code :	
	Company	:		Page No. :	1 of 1

Date	Description	Charges	Credits
06-01-14	*Accommodation	119.99	
06-01-14	GST	6.00	
06-01-14	Tourism Levy	4.80	
06-02-14	*Accommodation	119.99	
06-02-14	GST	6.00	
06-02-14	Tourism Levy	4.80	
06-03-14	*Accommodation	119.99	
06-03-14	GST	6.00	
06-03-14	Tourism Levy	4.80	
06-04-14	MasterCard		392.37
	XXXXXXXXXXXX8255		
Total		392.37	392.37
Balance		0.00	

Guest Signature: _____

I have received the goods and / or services in the amount shown hereon. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

EAST SIDE MARIOS RED DEE
193 2004 50TH AVE
RED DEER, AB T4R3A2
4033422279

SALE

Server #: 000034
Table #: 0061
Check #:
MID: 87304
TID: 009
Batch #: 131
06/01/14 20:02:02
APPR CODE:
ISA
:***** **/**

AMOUNT	\$11.54
TIP	\$1.73
TOTAL	\$13.27

APPROVED

VISA
AID: A0000000
TVR: 00 00 00 80 00
TSE: F8 00

THANK YOU
PLEASE COME AGAIN

CUSTOMER COPY