

expense | monthly tracking report

claimant | Stewart, Amber
 position | Trustee, Wards 12 & 14
 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	Alberta Education "Task Force for Teaching Excellence Symposium, Edmonton, AB	\$155.89	travel	PD accommodation
Task Force for Teaching Excellence Symposium	05/05/2014	Mileage - Alberta Education "Task Force for Teaching Excellence Symposium, Edmonton, AB	\$300.00	travel	PD mileage
Task Force for Teaching Excellence Symposium	05/05/2014	Parking - Alberta Education "Task Force for Teaching Excellence Symposium, Edmonton, AB	\$31.00	travel	PD general
Task Force for Teaching Excellence Symposium	05/05/2014	Meals - Alberta Education "Task Force for Teaching Excellence Symposium, Edmonton, AB	\$26.00	travel	PD food/non alcoholic beverage
Distinguished Alumni Awards	05/12/2014	Ticket to CBE Distinguished Alumni Awards	\$187.50	other disclosed	PD general
2013/14 Edwin Parr Banquet	05/22/2014	Ticket to Edwin Parr Banquet	\$45.00	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 1-3,	\$150.00	travel	PD mileage
ASBA Spring General Meeting	06/01/2014	Accommodation - ASBA Spring General Meeting June 1-3, 2014	\$261.58	travel	PD accommodation
ASBA Spring General Meeting	06/01/2014	Meals - ASBA Spring General Meeting June 1-3, 2014	\$22.03	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 Amber Stewart, Trustee Wards 12 & 14

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 600 Km @ 50¢/Km (submit via PeopleSoft)	300.00		300.00		
Parking – at Destination	31.00			31.00	
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)	26.00			26.00	
Other – Provide Details					
TOTAL COST OF TRIP	512.89				
AMOUNT DUE TO CLAIMANT / <CBE>				212.89	
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

A. Stewart

Room: [REDACTED]

Room Type: GENR

Number of Guests: 1

Rate: \$139.00

Clerk:

Arrive: 04May14

Time: 04:46PM

Depart: 05May14

Time:

Folio Number: [REDACTED]

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

Master Card

155.89

Card #: MCXXXXXXXXXXXX[REDACTED]XXXX

Amount: 155.89 Auth: [REDACTED] 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

Want your final hotel bill by email? Just ask the Front Desk! See "Internet Privacy Statement" on Marriott.com.

PLACE FACE UP ON DASH

NO IN AND OUT PRIVILEGES
LOT 1

Expiration Date/Time

09:00 AM
MAY 05, 2014

Purchase Date/Time: 08:11pm May 04, 2014
Total Parking: \$22.86
Total gst: \$1.14
Total Due: \$24.00 Rate: \$24.00 overnight 9am
Total Paid: \$24.00 Payment Type: Card
Ticket #: 25021580
S/N #: [REDACTED]
Setting: Lot 1
Mach Name: Meter 1

Card #****- [REDACTED] MasterCard
Auth #: [REDACTED]
GST #887315638RT0001

RECEIPT

NO IN AND OUT PRIVILEGES

Expiration Date/Time: 09:00am May 05, 2014
Purchase Date/Time: 08:11pm May 04, 2014
Total Parking: \$22.86
Total gst: \$1.14
Total Due: \$24.00 Rate: \$24.00 overnight 9am
Total Paid: \$24.00 Payment Type: Card
Ticket #: 25021580
Setting: Lot 1
Mach Name: Meter 1

Card #****- [REDACTED] MasterCard
Auth #: [REDACTED]

PLACE FACE UP ON DASH

NO IN AND OUT PRIVILEGES
LOT 1

Expiration Date/Time

05:41 PM
MAY 04, 2014

Purchase Date/Time: 04:41pm May 04, 2014
Total Parking: \$6.67
Total gst: \$0.33
Total Due: \$7.00 Rate: \$7.00 - 1 hour
Total Paid: \$7.00 Payment Type: Card
Ticket #: 02597510
S/N #: 500012210400
Setting: Lot 1
Mach Name: Meter 1

Card #****- [REDACTED] MasterCard
Auth #: [REDACTED]
GST #887315638RT0001

RECEIPT

NO IN AND OUT PRIVILEGES

Expiration Date/Time: 05:41pm May 04, 2014
Purchase Date/Time: 04:41pm May 04, 2014
Total Parking: \$6.67
Total gst: \$0.33
Total Due: \$7.00 Rate: \$7.00 - 1 hour
Total Paid: \$7.00 Payment Type: Card
Ticket #: 02597510
Setting: Lot 1
Mach Name: Meter 1

Card #****- [REDACTED] MasterCard
Auth #: [REDACTED]

Maximum payout #26.00



Glass Monkey
GASTROPUB

The Glass Monkey
5842 111 Street
Edmonton, AB T6H 3G1
780-760-2228
GST# 808591937 RT0001

102 HOLLY

Check: [REDACTED] Guests: 1
Table: 99-1
05/04/2014 05:07PM

1	SNACKS /5	20.00
	ALMONDS SMOKED	
	ALMONDS SPICY	
	OLIVES MARINATED	
	OLIVES MARINATED	
	HUMMUS	
1	PIZZA SPEC 19	19.00
	Subtotal	39.00
	G.S.T.	1.95
	Total Due	\$40.95


PLEASE PAY SERVER
Thank You

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](#)



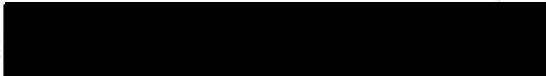
Join us for the
Calgary Board of Education 2013-2014 Distinguished Alumni Awards
and prepare to be inspired by this year's chosen Alumni

Brian and Stephanie Felesky

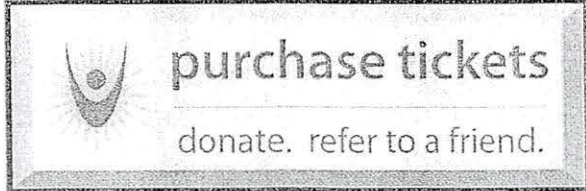
Help us celebrate their lifetime of commitment, determination and passion
that has made an enduring difference in our community and beyond.

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

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.



purchase tickets
donate. refer to a friend.

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

187.50 per Trustee



INVOICE

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

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

Date: 28-Apr-14
 Customer # 15
 Invoice # [REDACTED]
 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	
7 Trustees x \$45.00 @ ticket	\$ 315.00
Adjusted for 1 trustee unable to attend.	-\$ 45.00
<i>Sheila Taylor - \$45.00</i>	
<i>Jay Bowen-Eyre - 45.00</i>	
<i>Patricia King - 45.00</i>	
<i>Trina Hardman 45.00</i>	
<i>Judy Baker - 45.00</i>	
<i>Amber Stewart - 45.00</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



Trustee Professional Development and Travel & Subsistence Expense Report

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Details of Trip | Please Print

Date: June 11, 2014

Trustee's Name Amber Stewart, Trustee Wards 12 & 14

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

Departure and Return Date June 01-03, 2014

Destination: Red Deer, 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	603.75		603.75		[REDACTED]
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		[REDACTED]
Parking – at Destination					
Accommodation					
2 Nights @ \$ 130.79 (Single Rate)	261.58		261.58		[REDACTED]
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)	22.03			22.03	[REDACTED]
Other – Provide Details					
TOTAL COST OF TRIP	1037.36		1015.33		
AMOUNT DUE TO CLAIMANT / <CBE>				22.03	
GST Breakout Area					

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Claimant's Signature [REDACTED]

Payment Authorization [REDACTED]

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 [REDACTED]

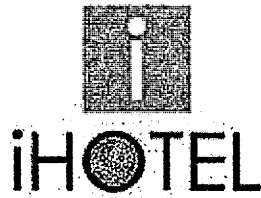
DATE June 23, 2014

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): Amber Stewart <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> X [REDACTED] Authorized Signature [REDACTED] Alias/PO Number FAX TO: (403) 294-8360 </div> <p style="font-size: 1.5em; font-family: cursive; margin-top: 10px;"><i>Please</i></p>	1	575.00	575.00	
		<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> RECEIVED JUN 27 2014 CORPORATE FINANCE </div>		
		NET AMOUNT	575.00	
		FREIGHT G.S.T.	28.75	
		TOTAL DUE	\$603.75	



10

06-11-14

Amber Stewart CA	Invoice No.	:		Room No.	:	██████████
	GST Number	:	R121526081	Arrival	:	06-01-14
	Folio Number	:	██████████	Departure	:	06-03-14
	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	MasterCard XXXXXXXXXXXX██████████		261.58
Total		261.58	261.58
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.

AMBER STEWART

ESM-Red Deer
2004 50th Ave, T4R 3A2
(403) 342-2279

SUN JUNE 1, 2014
CHECK #1171479-1
TABLE #61
CUSTOMER # 4

1 SCALLOP CARBONARA	\$20.98
1 **Baked w/Cheese	
SUB-TOTAL	: \$20.98
G.S.T.	\$1.05
TOTAL	\$22.03

How did we do?

Please give us 30-Second feedback
right from your phone! Just type

tel: 342-2279 / 1479064
into your mobile browser

Thank you for your time.

Time: 19:58 6 CUSTOMERS
6 CHECKS

PLEASE PAY SERVER - THANK-YOU!
GST # 865596936

YOU HAVE BEEN SERVED
BY : Danielle