

## expense | monthly tracking report

claimant | Hrdlicka, Julie  
position | Trustee, Wards 11 & 13  
level | Board of Trustees  
reporting period | May 1 to June 30, 2016  
date of report | August-15-16



**Calgary Board  
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
ASBA Spring General Mtg. Red Deer, AB	06/05/16	Registration Fee - ASBA SGM, June 5/7 2016	\$656.25	travel	conferences & workshops
ASBA Spring General Mtg. Red Deer, AB	06/05/16	Accommodation - June 5/7 2016	\$350.08	travel	BUS accommodation
ASBA Spring General Mtg. Red	06/05/16	Meals - June 5 2016	\$18.74	travel	BUS food/non alcoholic beverage



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.

Date: June 22, 2016
Trustee's Name Julie Hrdilicka, Trustee Wards 11 & 13
Purpose of Trip / Name of Conference: ASBA Spring General Meeting
Departure and Return Date June 5-7, 2016 Destination: Red Deer, Alberta

Table with 6 columns: Description of Expenses, Total Cost, Exchange Rate, Amount Paid by CBE, Amount Paid By Claimant For Out of Pocket Expenditures, Alias to be Charged for Claimant's Expenses. Rows include Registration/Conference Fees, Travel Costs (Airfare, Insurance, Rail/Bus, Taxi/Shuttle, Personal Vehicle, Parking), Accommodation (2 Nights @ \$175.04), Telecommunication Charges, Meals (Breakfast, Lunch, Dinner), and TOTAL COST OF TRIP.

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



Alberta School Boards  
Association

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 20, 2016

**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 2016  Attendee(s): J. Hrdlicka  <i>Alicia</i>	1	625.00	625.00	
		<b>NET AMOUNT</b>	625.00	
		<b>FREIGHT G.S.T.</b>	31.25	
		<b>TOTAL DUE</b>	856.25	

Sheraton Red Deer  
 3310 50 Avenue  
 Red Deer, AB T4N 3X9  
 Canada  
 Tel: 403-346-2091 Fax: 403-340-0255



Julie Hrdlicka

Page Number : 1 Invoice Nbr :  
 Guest Number :  
 Folio ID : A  
 Arrive Date : 05-JUN-16 11:29  
 Depart Date : 07-JUN-16  
 No. Of Guest : 1  
 Room Number :  
 Club Account :

Information Invoice

Tax ID : R849702444

Sheraton Red Deer 07-JUN-16 03:30 9999

Date	Reference	Description	Charges (CAD)	Credits (CAD)
05-JUN-16	RT612	Room Chrg Grp Association	159.00	
05-JUN-16	RT612	GST Room Charge	8.03	
05-JUN-16	RT612	Tourism Levy	6.42	
05-JUN-16	RT612	SRD Destination Marketing	1.59	
06-JUN-16	RT612	Room Chrg Grp Association	159.00	
06-JUN-16	RT612	GST Room Charge	8.03	
06-JUN-16	RT612	Tourism Levy	6.42	
06-JUN-16	RT612	SRD Destination Marketing	1.59	
07-JUN-16	MC	MasterCard / Diners Intl		-350.08
		<b>** Total</b>	<b>350.08</b>	<b>-350.08</b>
		<b>*** Balance</b>	<b>-0.00</b>	

For your convenience, we have prepared this zero-balance folio indicating a \$0 balance on your account. Please be advised that any charges not reflected on this folio will be charged to the credit card on file with the hotel. While this folio reflects a \$0 balance, your credit card may not be charged until after your departure. You are ultimately responsible for paying all of your folio charges in full.

Continued on the next page

Sheraton Red Deer  
 3310 50 Avenue  
 Red Deer, AB T4N 3X9  
 Canada  
 Tel: 403-346-2091 Fax: 403-340-0255



Julie Hrdlicka

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 No. Of Guest : 1  
 Room Number :  
 Club Account :

GST Summary	GST# R849702444	Amount (CAD)
GST Room Revenue		16.06
GST Food & Beverage		0.00
GST Telephone		0.00
GST Other		0.00
GST Total		16.06

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EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room Chgs	Food & Bev	Telephone	Other	Total	Payment
06-05-2016	175.04	0.00	0.00	0.00	175.04	0.00
06-06-2016	175.04	0.00	0.00	0.00	175.04	0.00
	-----	-----	-----	-----	-----	-----
Total	350.08	0.00	0.00	0.00	350.08	0.00

East Side Mario's  
2004 50 Avenue  
Red Deer, AB, T4R 3A2  
HST 802095604RT0001

East Side Mario's  
2004 50 Avenue  
Red Deer, AB, T4R 3A2

----- TRANSACTION RECORD -----  
Trans# 4026  
Card #: \*\*\*\*\*  
Card Entry: CHIP Account: VISA  
Trans: PURCHASE Amount: \$15.74  
Tip: \$3.00 Total: \$18.74  
Auth #: Sequence #: 000032  
Term ID: 104  
Server: Sienna Table: 22  
Date: 16/06/05 Time: 20:11:21

APPROVED

BY ENTERING A VERIFIED PIN, CARDHOLDER  
AGREES TO PAY ISSUER SUCH TOTAL IN  
ACCORDANCE WITH ISSUERS AGREEMENT WITH  
CARDHOLDER

Application Label: VISA  
IVR:  
AID: TSI: F800  
IC:

\*\*\* CUSTOMER COPY \*\*\*

15 Sienna T

-----  
Tbl 22/ Chk 4028 Gst 1  
Jun05'16 07:16PM  
\*\*\* Memo Check \*\*\*  
-----

Dining Room

Seat: 3  
1 Tuscan Chk Salad 14.99  
Subtotal 14.99  
GST 0.75  
Total Due 15.74

Rounded if Paying Cash \$15.75

\*\*\*\*\*

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Please give us your 30-Second  
feedback right from your phone!  
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tellusnow.ca/0  
into your mobile browser

Thank you for your time.

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