

expense | monthly tracking report

claimant | Dennis, Marilyn
position | Trustee
level | Board of Trustees
reporting period | November 1 to December 31, 2017
date of report | February-16-18



**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
ASBA FGM, Edmonton, AB	11/19-21/17	Registration Fee - Nov 19/21 2017	\$813.75	travel	conferences & workshops
ASBA FGM, Edmonton, AB	11/19-21/17	Accommodation	\$381.72	travel	BUS accommodation
ASBA FGM, Edmonton, AB	11/19-21/17	Meals	\$27.00	travel	BUS food/non alcoholic beverage
ASBA FGM, Edmonton, AB	11/19-21/17	Meal	\$12.60	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.

Details of Trip | Please Print

Date: December 11 2017

Trustee's Name Marily Dennis, Vice-Chair & Trustee Wards 5 & 10

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

Departure and Return Date November 19/21 2017 Destination: Edmonton

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	813.75		813.75		Invoiced
Travel Costs					
Airfare					
Insurance					
Rail/Bus					
Taxi/Shuttle Bus/Car Rental at Destination					
Personal Vehicle Km @ 50¢/Km (submit via PeopleSoft)					
Parking – at Destination					
Accommodation					
2 Nights @ \$ 190.86 (Single Rate)	381.72		381.72		
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)					
2 Dinner(s) (Maximum \$26.00 each)	39.60		27.00	12.60	
Other – Provide Details					
TOTAL COST OF TRIP	1235.07		1222.47		
AMOUNT DUE TO CLAIMANT / <CBE>				12.60	

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 _____

The Westin Edmonton
 10135 100 St
 Edmonton, AB T5J 0N7
 Canada
 Tel: 780-426-3636 Fax: 780-428-1454



Marilyn Dennis
 AK17AD - ASBA 2017

Page Number : 1 Invoice Nbr :
 Guest Number : 1142299
 Folio ID : A
 Arrive Date : 19-NOV-17 14:00
 Depart Date : 21-NOV-17 13:19
 No. Of Guest :
 Room Number :
 Club Account : SPG -

Copy Tax Invoice

Tax ID : 815461330RT0001

The Westin Edmonton NOV-22-2017 10:41 TUREHAR

Date	Reference	Description	Charges (CAD)	Credits (CAD)
19-NOV-17	DEPOSIT	Deposit-MC-9531		-179.63
19-NOV-17	5955	Share Lounge	27.00	
19-NOV-17	RT1815	Room Charge	170.00	
19-NOV-17	RT1815	GST	8.76	
19-NOV-17	RT1815	Destination Marketing Fee	5.10	
19-NOV-17	RT1815	Tourism Levy	7.00	
20-NOV-17	RT1815	Room Charge	170.00	
20-NOV-17	RT1815	GST	8.76	
20-NOV-17	RT1815	Destination Marketing Fee	5.10	
20-NOV-17	RT1815	Tourism Levy	7.00	
21-NOV-17	MC			-229.09
		** Total	408.72	-408.72
		*** Balance	0.00	

Continued on the next page

The Westin Edmonton
 10135 100 St
 Edmonton, AB T5J 0N7
 Canada
 Tel: 780-426-3636 Fax: 780-428-1454



Marilyn Dennis
 AK17AD - ASBA 2017

Page Number : 2 Invoice Nbr
 Guest Number : 1142299
 Folio ID : A
 Arrive Date : 19-NOV-17 14:00
 Depart Date : 21-NOV-17 13:19
 No. Of Guest :
 Room Number :
 Club Account : SPG - A1132

FUEL YOUR BODY - It's easy to maintain a healthy lifestyle on the road. Our extensive SuperFoodsRx(TM) menu features nutrient-rich, delicious dishes that fuel your body and give you the focused energy you need. Discover dishes to supercharge your day at westin.com/eatwell

Tell us about your stay. www.westin.com/reviews

EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room	GST	Tour Levy	Food\Bev	Phone	Other	Total	Payment
11-19-2017	170.00	8.76	7.00	27.00	0.00	-174.53	38.23	0.00
11-20-2017	170.00	8.76	7.00	0.00	0.00	5.10	190.86	0.00
11-21-2017	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-229.09
Total	340.00	17.52	14.00	27.00	0.00	-169.43	229.09	-229.09

M

CHECK # 762789 DATE 11/20/17
TABLE # 149 TIME 7:38PM
***** DUPLICATE CHECK *****

-- LOUNGE : NATASHA J --

ITEMS ORDERED	AMOUNT
1 BBQ CHICKEN SLIDERS	9.00
1 \$ ice cream sandwich	3.00

SUBTOTAL	12.00
GST	0.60

TOTAL DUE 12.60

OF GUESTS

Book your Christmas party with us!
Email:
ricehowardevents@craftbeermarket.ca
CRAFTbeermarket.ca
780.424.BEER(2337)

GST# 843991241 RT0001

Check Detail

Check	Table	Check Opened	Minutes	Check Closed	Guests	Reference Info	Location	Employee
5955	18	19.11.2017 18:08	16.63	19.11.2017 18:24	1		91079 - Westin Edmonton	KEVIN CLARK
		19.11.17 18:08	1	Share Burger		18.00	Lobby Lounge	KEVIN CLARK
		19.11.17 18:08	1	\$SWEET FRIES		3.00	Lobby Lounge	KEVIN CLARK
		19.11.17 18:24		Roomposting		27.00	Lobby Lounge	KEVIN CLARK
		19.11.17 18:24					Lobby Lounge	KEVIN CLARK
		19.11.17 18:24		Charged Tip Only		4.95	Lobby Lounge	KEVIN CLARK
		19.11.17 18:24		DENNIS, MARILYN			Lobby Lounge	KEVIN CLARK
		19.11.17 18:24					Lobby Lounge	KEVIN CLARK
				Sub Total		21.00		
				Tax		1.05		
				Service Charge		4.95		
				Check Total		27.00		



INVOICE

NUMBER 0000037877

DATE December 05, 2017

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 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	
Fall General Meeting 2017 Attendee(s): Marilyn Dennis Julie Hrdlicka Trina Hurdman Richard Hehr	4	775.00	3,100.00	
= \$813.75				
		NET AMOUNT		3,100.00
		FREIGHT G.S.T.		155.00
		TOTAL DUE		\$3,255.00