

# expense | monthly tracking report

claimant | Dennis, Marilyn  
position | Trustee  
level | Board of Trustees  
reporting period | March 1 to April 30, 2019  
date of report | June-14-19



**Calgary Board  
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Speech from the Throne	03/19/2019	Parking	\$40.00	travel	BUS airfare/bus/rail
Speech from the Throne	03/19/2019	Meal	\$14.00	travel	BUS food/non alcoholic beverage



**Calgary Board  
of Education**

# 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.

Date: May 2 2019

Details of Trip | Please Print

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

Purpose of Trip / Name of Conference: Speech from the Throne

Departure and Return Date March 18-19 2019 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
<b>Registration/Conference Fees</b>					
<b>Travel Costs</b>					
Airfare					
Insurance					
Rail/Bus					
Taxi/Shuttle Bus/Car Rental at Destination					
Personal Vehicle Km @ 50¢/Km (submit via PeopleSoft)					
Parking – at Destination	40.00			40.00	
<b>Accommodation</b>					
Nights @ \$ _____ (Single Rate)					
<b>Telecommunication Charges</b> (Internet, Phone calls)					
<b>Meals – Receipts required</b> (Including tips, excluding meals covered by Conference or Others)					
Breakfast(s) (Maximum \$12.00 each)					
1 Lunch(es) (Maximum \$17.00 each)	14.00			14.00	
Dinner(s) (Maximum \$26.00 each)					
<b>Other – Provide Details</b>					
<b>TOTAL COST OF TRIP</b>	54.00				
<b>AMOUNT DUE TO CLAIMANT / &lt;CBE&gt;</b>				54.00	

**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.

Claimant's Signature \_\_\_\_\_

Payment Authorization \_\_\_\_\_

**RECEIPT**  
Impark Lot 02-237

License Plate Number

**DLV247**

Expiration Date/Time

**06:00 AM**  
**MAR 19, 2019**

Purchase Date/Time: 11:29am Mar 18, 2019

Total Parking: \$38.10

Total gst: \$1.90

Total Due: \$40.00

Total Paid: \$40.00

Ticket #: 01496610

S/N #: 500012451113

Setting: Lot 237

Mach Name: Meter 1

Rate: \$40 - All Day  
Pmt Type: CC (Swipe)

#\*\*\*\*

Visa

Auth #: 08690F

gst #887315638RT0006  
NO IN AND OUT PRIVILEGES

PARKING RECEIPT

RECU DE STATIONNEMENT

PARKING RECEIPT

RECU DE STATIONNEMENT

*Marilyn*  
DISTRICT COFFEE CO.  
10011 109 ST NW UNIT 101  
EDMONTON AB

*Tom Speed*  
CARD \*\*\*\*\*9799  
CARD TYPE VISA  
DATE 2019/03/18  
TIME 5112 11:43:37  
RECEIPT NUMBER  
H82025516-001-110-154-0

PURCHASE  
TOTAL

**\$14.00**

VISA CREDIT  
A0000000031010  
B7307AA85FBC699E  
0000000000-

**APPROVED**

FF/DT 20  
AUTH# 00129F 01-027  
THANK YOU

**NO SIGNATURE REQUIRED**

MERCHANT COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS