

expense | monthly tracking report

claimant | Grundy, Brad

position | Superintendent, CFO, Corporate Treasurer

level | Superintendent

reporting period | January 1 to February 29, 2020

date of report | April 9, 2020



**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Public Accounts Committee Meeting, Edmonton, AB	02/11/2020	return bus fare	\$152.00	travel	BUS airfare/bus/rail
Public Accounts Committee Meeting, Edmonton, AB	02/11/2020	per diem meals	\$43.00	travel	BUS food/non alcoholic beverage
Budget/Assurance Framework Meeting with Alberta Education, Edmonton, AB	02/27/2020	return bus fare	\$152.00	travel	BUS airfare/bus/rail
Budget/Assurance Framework Meeting with Alberta Education, Edmonton, AB	02/28/2020	accommodations	\$111.15	travel	BUS accommodation
Budget/Assurance Framework Meeting with Alberta Education, Edmonton, AB	02/28/2020	per diem meals	\$55.00	travel	BUS food/non alcoholic beverage



Must be completed upon return from every business trip for reporting purposes and any out of pocket expenditures.

Return completed form to Accounts Payable, Education Centre

Details of Trip | Please Print Date: March 2, 2020

Employee's Name: **Brad Grundy** Vendor #: _____

School/Department to mail cheque to: **Finance / Technology Services**

Purpose of Trip/Name of Conference: **Public Accounts Committee**

Departure and Return Dates: **February 11, 2020**

Destination: **Edmonton, AB**

Description of Expenses (Please attach receipts)	Total Cost (Canadian Dollars)	Exchange Rate (for information purposes)	Amount Paid by CBE Invoice/P-Card/ Annex 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					
<input type="checkbox"/> Airfare (including trip cancellation insurance)					
<input checked="" type="checkbox"/> Rail/Bus	\$152.00		\$152.00		
<input type="checkbox"/> Taxi/Shuttle Bus/Car Rental in Calgary					
<input type="checkbox"/> Taxi/Shuttle Bus/Car Rental at Destination					
<input type="checkbox"/> Personal Vehicle _____ km @ 50¢/km (submit on Km Payment Form to Payroll)					Send original to Payroll for payment
Accommodations at Single Rate					
Alternate Accommodation @ \$35.00/night					
Conference Accommodations					
Meals (including tips) (excluding meals covered by Conference or Others)					
<input type="checkbox"/> Breakfast @ \$12.00					
<input checked="" type="checkbox"/> Lunch 1@ \$17.00	17.00			17.00	
<input type="checkbox"/> Dinner 1@ \$26.00	26.00			26.00	
<input type="checkbox"/> Or Actual Expense					
Telecommunication Charges					
Parking – in Calgary					
Parking – at Destination					
Other – Provide Details					
Fuel for rental car					
TOTAL	195.00		152.00	43.00	
CASH ADVANCE IF ANY–Ref # _____					
AMOUNT DUE TO (OWING BY) CLAIMANT				43.00	
GST Breakout Area					

I certify that the above claim is correct:

Claimant's Signature

Approved by Superordinate

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.

February 11, 2020

Edmonton, AB

Return Bus Fare

From: Red Arrow Reservations <itinerary@redarrow.ca>
 Sent: January 31, 2020 2:29 PM
 To:
 Subject: Red Arrow Itinerary/Receipt



INVOICE

2020-01-31

You can reach us at:

Website User

Corporate Sales

ORDER#	ORDERED	CUSTOMER#	P.O.	GROUP NAME	DEPARTING	RETURNING	SALES REP	SALES AGENT
2085584	2020-01-31	139230			2020-02-11	2020-02-11		Website User

Travellers:

Grundy/Brad

PRODUCT DESCRIPTION	DURATION	OCCUPANCY	QTY	PRICE/UNIT	BILLED
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CALEDM 08:00*	3 hrs 50 mins	Adult	1	\$ 72.38	\$ 76.00
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Assigned to: 08A
 Departs Calgary (CALTO / CTO 205 9 Ave SE) at 08:00 on 2020-02-11.
 Arrives Edmonton (EDMTO / ETO 10014 104 St) at 11:50 on 2020-02-11. (3 hrs 50 mins)

EDMCAL 18:30*	3 hrs 35 mins	Adult	1	\$ 72.38	\$ 76.00
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Assigned to: 08A
 Departs Edmonton (EDMTO / ETO 10014 104 St) at 18:30 on 2020-02-11.
 Arrives Calgary (CALTO / CTO 205 9 Ave SE) at 22:05 on 2020-02-11. (3 hrs 35 mins)

Base Price: \$ 144.76
Discounts: \$ 0.00
Service Charges: \$ 0.00
GST: \$ 7.24
Invoice Total: \$ 152.00
Payments Received: \$ 152.00
Balance Due: \$ 0.00

Payments Received

DATE	GUEST	REFERENCE	AMOUNT
2020-01-31	Brad Grundy		\$ 152.00

PLEASE NOTE THAT A PAPER TICKET IS NOT REQUIRED FOR CHECK-IN. PLEASE CHECK IN 15 MINUTES PRIOR TO DEPARTURE.

PAYMENT TERMS: DUE UPON RECEIPT. Corporate Billing Accounts: Payment due 30 days after completion of trip. GST# BN139981476

LUGGAGE ALLOWANCE: Please note that the baggage allowance is limited to 23kg (50 lbs) per passenger. Checked baggage is included in the fare. Additional baggage is \$10 per piece up to a maximum of 6 pieces total. Red Arrow will not be responsible for the loss of or damage to checked or carry-on luggage in excess of stated maximum liability. For the full policy, please visit www.redarrow.ca or view the policy posted on our information boards at our Ticket Offices**

CHANGE AND CANCELLATION POLICY: If you wish to change time, change date, or cancel for a full refund – you must provide us with the following notice: 30 minutes notice prior to A.M. departures; 3 hours notice prior to P.M. departures. All Camrose Departures require 30 minutes notice. From December 11, 2020 - January 4, 2021 we require 24 hours notice to cancel or make any changes to a reservation. Failure to provide proper notice makes the trip non-refundable & will result in an additional change fee. If you wish to change or cancel your booking, please contact a Passenger Experience Representative at 1-800-232-1958.

NO SHOWS: EFFECTIVE NOVEMBER 1, 2019: Not showing up for your departure or failure to arrive on time will result in the forfeit of full fare.

HOLIDAY BLACKOUT PERIOD: Please note that from December 11, 2020 - January 4, 2021, we require 24 hours notice for all changes and cancellations. Additionally, Frequent Traveller Points may not be redeemed during the Holiday Blackout Period.

IDENTIFICATION: Red Arrow reserves the right to check I.D. or perform carry-on baggage checks at any time. If you do not have government issued picture ID, you could be denied boarding.

ZERO TOLERANCE DRUG AND ALCOHOL POLICY: For the comfort, safety, and positive experience for all passengers, we're pleased to have a Zero Tolerance policy when it comes to intoxication, so rest assured that any signs of intoxicated passengers will be handled appropriately and refused service.

Thank you for booking with Red Arrow Motorcoach. We appreciate your business!

Our Core Values: Safety | Customer Service | Resourcefulness | Integrity | Positive Attitude | Team Work | Loyalty | Accountability | Respect | Dedication



Must be completed upon return from every business trip for reporting purposes and any out of pocket expenditures.

Return completed form to Accounts Payable, Education Centre

Details of Trip / Please Print

Date: March 2, 2020

Employee's Name: **Brad Grundy**

Vendor #: _____

School/Department to mail cheque to: **Finance / Technology Services**

Purpose of Trip/Name of Conference: **Meeting with Alberta Education -2020-21 Budget / Assurance Framework Briefing**

Departure and Return Dates: **February 27-28, 2020**

Destination: **Edmonton, AB**

Description of Expenses (Please attach receipts)	Total Cost (Canadian Dollars)	Exchange Rate <small>(for information purposes)</small>	Amount Paid by CBE <small>Invoice/P-Card/ Amex/ Payroll for Mileage (including GST)</small>	Amount Paid by Claimant <small>For Out of Pocket Expenditures (including GST)</small>	Alias to be charged for Claimant's Expenses
Registration/Conference Fees					
Travel Costs					
<input type="checkbox"/> Airfare (including trip cancellation insurance)					
<input checked="" type="checkbox"/> Rail/Bus	\$152.00		\$152.00		
<input type="checkbox"/> Taxi/Shuttle Bus/Car Rental in Calgary					
<input type="checkbox"/> Taxi/Shuttle Bus/Car Rental at Destination					
<input checked="" type="checkbox"/> Personal Vehicle _____ km @ 50¢/km (submit on Km Payment Form to Payroll)					Send original to Payroll for payment
Accommodations at Single Rate	111.15		111.15		
Alternate Accommodation @ \$35.00/night Conference Accommodations					
Meals (including tips) (excluding meals covered by Conference or Others)					
<input type="checkbox"/> Breakfast 1@ \$12.00 (Friday)	12.00			12.00	
<input type="checkbox"/> Lunch 1@ \$17.00 (Friday)	17.00			17.00	
<input type="checkbox"/> Dinner 1@ \$26.00 (Thursday)	26.00			26.00	
<input type="checkbox"/> Or Actual Expense					
Telecommunication Charges					
Parking - in Calgary					
Parking - at Destination					
Other - Provide Details Fuel for rental car					
TOTAL	318.15		263.15	55.00	
CASH ADVANCE IF ANY-Ref # _____					
AMOUNT DUE TO (OWING BY) CLAIMANT				55.00	
GST Breakout Area					

I certify that the above claim is correct:

Claimant's Signature _____

Approved by Superordinate _____

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.

From: Red Arrow Reservations: <itinerary@redarrow.ca>
Sent: February 24, 2020 11:51 AM
To: Grundy, Brad
Subject: [EXTERNAL] Red Arrow Itinerary/Receipt

This email originated from outside of the Calgary Board of Education. Do not click links or open attachments unless you recognize the sender and know the content is safe.



ITINERARY/RECEIPT

2020-02-24

You can reach us at:

Website User

Corporate Sales

ORDER#	ORDERED	CUSTOMER#	P.O.	GROUP NAME	DEPARTING	RETURNING	SALES REP	SALES AGENT
2095684	2020-02-20	139230			2020-02-27	2020-02-28		Website User

Travellers:

Grundy/Brad

PRODUCT DESCRIPTION	DURATION	OCCUPANCY	QTY	PRICE/UNIT	BILLED
CALEDM 18:30 YYC* Assigned to: 08A Departs Calgary (CALTO / CTO 205 9 Ave SE) at 18:30 on 2020-02-27. Arrives Edmonton (EDMTO / ETO 10014 104 St) at 22:10 on 2020-02-27. (3 hrs 40 mins)	3 hrs 40 mins	Adult	1	\$ 72.38	\$ 76.00
EDMCAL 14:00 YYC* Assigned to: 07C Departs Edmonton (EDMTO / ETO 10014 104 St) at 14:00 on 2020-02-28. Arrives Calgary (CALTO / CTO 205 9	4 hrs 5 mins	Adult	1	\$ 72.38	\$ 76.00

Ave SE) at 18:05 on 2020-02-28. (4 hrs 5 mins)

Payments Received

DATE	GUEST	REFERENCE	AMOUNT
2020-02-20	Brad Grundy		\$ 152.00

Base Price: \$ 144.76
Discounts: \$ 0.00
Service Charges: \$ 0.00
GST: \$ 7.24
Invoice Total: \$ 152.00
Payments Received: \$ 152.00
Balance Due: \$ 0.00

PLEASE NOTE THAT A PAPER TICKET IS NOT REQUIRED FOR CHECK-IN. PLEASE CHECK IN 15 MINUTES PRIOR TO DEPARTURE

PAYMENT TERMS: DUE UPON RECEIPT. Corporate Billing Accounts: Payment due 30 days after completion of trip. GST# BN139981476

LUGGAGE ALLOWANCE: Please note that the luggage allowance per person included in your fare is 4 pieces including carry-on bags and luggage stowed underneath the coach. Carry-on items include purses, backpacks, and laptop bags. Additional luggage is \$10 per piece up to a maximum of 6 pieces total. Red Arrow will not be responsible for the loss of or damage to checked or carry-on luggage in excess of stated maximum liability. For the full policy, please visit www.redarrow.ca or view the policy posted on our information boards at our Ticket Offices**

CHANGE AND CANCELLATION POLICY: If you wish to change time, change date, or cancel for a full refund – you must provide us with the following notice: 30 minutes notice prior to A.M. departures; 3 hours notice prior to P.M. departures. All Camrose Departures require 30 minutes notice. From December 11, 2020 - January 4, 2021 we require 24 hours notice to cancel or make any changes to a reservation. Failure to provide proper notice makes the trip non-refundable & will result in an additional change fee. If you wish to change or cancel your booking, please contact a Passenger Experience Representative at 1-800-232-1958.

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ZERO TOLERANCE DRUG AND ALCOHOL POLICY: For the comfort, safety, and positive experience for all passengers, we're pleased to have a Zero Tolerance policy when it comes to intoxication, so rest assured that any signs of intoxicated passengers will be handled appropriately and refused service.



The Best Value Under The Sun.

Days Inn by Wyndham Edmonton Downtown
10041-106 Street
Edmonton, AB, T5J 1G3
Tel: (780) 423-1925 Fax: (780) 424-5302

GST#:828171926

Meeting with Alberta Education
2020-21 Budget / Assurance Framework Briefing
February 27-28, 2020
Edmonton, AB
Accommodations

02/28/20

Brad Grundv	Folio No. : 8620	Room No. : 215
	A/R Number :	Arrival : 02/27/20
	Group Code :	Departure : 02/28/20
	Company : FEDERAL GOVT BWS TRACKING	Conf. No. : 82476EC040093
	Wyndham Rewards :	Rate Code : SGV
	Invoice No. :	Page No. : 1 of 1

Date	Description	Charges	Credits
02/27/20	Room Charge	99.00	
02/27/20	GST 5%	4.95	
02/27/20	Provincial / Tourism Levy 4%	3.96	
02/27/20	Destination Marketing Fund 3%	2.97	
02/27/20	DMF GST 5%	0.15	
02/27/20	DMF Provincial/Tourism Levy 4%	0.12	
02/28/20	Mastercard		111.15
	Total	111.15	111.15
	Balance	0.00	

Guest Signature: _____

Please contact the Manager about any issues with your stay. Days Inn or affiliates may contact you about goods and services unless you call 877-212-2733 or write to Wyndham Worldwide Hotels, Inc. 22 Sylvan Way, Parsippany, NJ 07054 to opt out. View our Days Inn website about privacy.

Thank you for staying with us.
It was our pleasure to serve you.