

expense | monthly tracking report

claimant | Dennis, Marilyn
position | Trustee
level | Board of Trustees
reporting period | November 1 to December 31, 2021
date of report | Friday, February 11, 2022



**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
ASBA FGM	11/14-16/2021	ASBA FGM Conference Fee	\$393.75	travel	conferences & workshops
ASBA FGM	11/14-16/2021	Hotel Accommodation	\$357.02	travel	BUS accommodation
ASBA FGM	11/14-16/2021	Car Rental	\$190.90	travel	BUS airfare/bus/rail
ASBA FGM	11/14-16/2021	Fuel	\$58.89	travel	BUS airfare/bus/rail



**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.

Details of Trip *Please Print*

Date: November 29, 2021

Trustee's Name Marilyn Dennis Trustee Wards 5 & 10

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

Departure and Return Date Nov 14, Returned Nov 16, 2021 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	393.75		393.75		Invoiced
Travel Costs					
Airfare					
Insurance					
Rail/Bus					
Taxi/Shuttle Bus/Car Rental at Destination	190.90			190.90	
Personal Vehicle Km @ 50¢/Km (submit via PeopleSoft)					
Parking – at Destination					
Accommodation					
2 Nights @ \$ <u>178.51</u> (Single Rate)	357.02		357.02		
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)					
Dinner(s) (Maximum \$26.00 each)					
Other – Provide Details	58.89 Fuel			58.89	
TOTAL COST OF TRIP	1000.56		750.77		
AMOUNT DUE TO CLAIMANT / <CBE>				249.79	

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
 Fall General Meeting
 November 14-16, 2021

School Board	Acctg Code	First Name	Last Name	Reg Type	Reg fee	GST	Total
Calgary Board of Education	cal02	Patricia	Bolger	Virtual	\$ 375.00	\$ 18.75	\$ 393.75
Calgary Board of Education	cal02	Nancy	Close	Virtual	\$ 375.00	\$ 18.75	\$ 393.75
Calgary Board of Education	cal02	Marilyn	Dennis	In person	\$ 375.00	\$ 18.75	\$ 393.75
Calgary Board of Education	cal02	Dana	Downey	In person	\$ 375.00	\$ 18.75	\$ 393.75
Calgary Board of Education	cal02	Laura	Hack	In person	\$ 375.00	\$ 18.75	\$ 393.75
Calgary Board of Education	cal02	Charlene	May	In person	\$ 375.00	\$ 18.75	\$ 393.75
Calgary Board of Education	cal02	Susan	Vukadinovic	Virtual	\$ 375.00	\$ 18.75	\$ 393.75
Calgary Board of Education Total					\$ 2,625.00	\$ 131.25	\$ 2,756.25


DELTA
 HOTELS
 MARRIOTT

EDMONTON SOUTH
CONFERENCE CENTRE

4404 Gateway Boulevard NW, Edmonton, Alberta, T6H 5C2
Tel: 780-434-6415 Fax: 780-436-9247

Marilyn Dennis
 1221 Eight Street SW
 Calgary AB T2R0L4
 Canada

Room: 0305
 Folio:
 Cashier: 109
 Arrival: 11-14-21
 Departure: 11-16-21

Group: AB School Boards Association FGM Confere

Date	Description	Additional Information	Charges	Credits
11-14-21	Room Charge		159.00	
11-14-21	Room Destination Marketing Fee		4.77	
11-14-21	Room GST		8.19	
11-14-21	AB Tourism Levy		6.55	
11-15-21	Room Charge		159.00	
11-15-21	Room Destination Marketing Fee		4.77	
11-15-21	Room GST		8.19	
11-15-21	AB Tourism Levy		6.55	

GST Summary	
Registration No:	889835161
Room	16.38
F&B	0.00
Other	22.64
Total	39.02

Total	357.02	0.00
Balance Due	357.02	CDN

Guest Signature: _____

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part of or the full amount of these charges.

Thank you MARILYN, your car has been reserved.

CONFIRMATION NUMBER

17261259US1

[Modify/Cancel/Refund This Reservation](#)

PICK UP

Sun Nov 14, 2021 at 08:00 AM

DROP OFF

Tue Nov 16, 2021 at 07:00 PM

YOUR CAR



Hyundai Tucson or similar
Kilometers: Unlimited
Automatic Transmission

ESTIMATED TOTAL

CAD 190.90

Amount Prepaid:	CAD 190.9
Base Rate:	135.00
Rental Options:	0.00
Protections/Coverages:	0.00
Surcharges/Fees:	46.81
Customer Facility Charge 6.00/day	18.00
Energy Recovery Fee 96/day	2.94
Premium Location Fee (15.61%)	22.12
Vehicle License Fee AC Recovery Fee 1.25/day	3.75
Taxes:	9.09

[View complete summary of charges](#)

...AVIS.COM
or call 403-221-1700

WELCOME

Shell Canada
11175 14th St. NE
13K 4Y7
Calgary AB
(587) 230 1268

Bronze
PUMP No. 06
LITRES 40.922
PRICE/L \$1.439
TOTAL FUEL \$58.89
TOTAL SALE \$58.89
Visa \$58.89

FUEL INCLUDES
GST - Fuel \$2.80
No. 137400032 RT

TYPE: PURCHASE

Visa
XXXXXXXXXXXX

AMT: \$ 58.89
DATE: 2021/11/16
TIME: 16:46:21
TERM: 8906841F
REF: 0012430060 C
AUTH: 02883F

VISA CREDIT
AID: A0000000031010
TVR: 0080008000
ISI: 7800

VERIFIED BY PIN

01 APPROVED - THANK
YOU 027

INVOICE NUMBER:
1976348

-- IMPORTANT --
Retain this copy for
your records

*** CUSTOMER COPY

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THANK YOU
Questions?
1-800-661-1600

STORE: C81148
TRAN: 1976348
11/16/2021 4:46:21

RECEIPT

Rental Agreement Number: 950000302
Vehicle Number: 35612684

YOUR INFORMATION

DENNIS, MARILYN
PAYMENT METHOD: VISA XX

YOUR RENTAL

Picked Up: YYC
Date/Time: NOV 14, 2021@ 08:16AM
Returned: YYC
Date/Time: NOV 16, 2021@ 04:58PM
Veh Group: Intermediate SUV
Veh Charged: Intermediate SUV
Vehicle: MAZDA CX-5 GT AWD
Odometer Out: 55963
Odometer In: 56525
Fuel Reading: Full

YOUR VEHICLE CHARGES

PR@ 150.00 150.00
DISCOUNT 10.0 15.00
YOUR TIME AND MILEAGE: 135.00

YOUR TAXABLE FEES

GST TAX 9.09
**15.61% FEE 22.12
CFC 18.00
ENERGY RECOVERY FEE 0.9 2.94
VEH LIC FEE 3.75

YOUR SUBTOTAL

TAXABLE SUBTOT 181.81
PST .000% .00

YOUR NON TAXABLE ITEMS

GST TAX 9.09

PREPAYMENTS - 190.00
NET CHARGES CAD .00
YOUR TOTAL DUE: 0.00

PAID ON: VISA XX
**CONCESSION RECOVERY FEE

THANK YOU FOR RENTING WITH AVIS

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www.AVIS.COM
or call 403-221-1700