

# expense | monthly tracking report

claimant | Downey, Dana  
position | Trustee  
level | Board of Trustees  
reporting period | May 1 to June 30, 2022  
date of report | Friday, August 12, 2022



Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
ASBA Spring General Meeting	06/5-7/2022	Conference Fee	\$708.75	travel	conferences & workshops
ASBA Spring General Meeting	06/5-7/2022	Hotel Accommodation	\$420.26	travel	BUS accommodation
ASBA Spring General Meeting	06/5-7/2022	Meal	\$42.91	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: July 12 2022

Trustee's Name Dana Downey, Trustee Wards 1 & 2

Purpose of Trip / Name of Conference: ASBA SGM

Departure and Return Date June 5-7 2022

Destination: Red Deer, 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
<b>Registration/Conference Fees</b>	708.75		708.75		
<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					
<b>Accommodation</b>					
2 Nights @ \$ 210.13 (Single Rate)	420.26		420.26		
<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)					
Lunch(es) (Maximum \$17.00 each)					
2 Dinner(s) (Maximum \$26.00 each)	42.91			42.91	
<b>Other – Provide Details</b>					
<b>TOTAL COST OF TRIP</b>					

AMOUNT DUE TO CLAIMANT / <CBE>

42.91

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.

Claimant's Signature

Payment Authorization



Suite 1200, 9925 - 109 Street Edmonton, AB T5K 2J8  
 Phone: 780.482.7311 Fax: 780.482.5659  
 www.asba.ab.ca email: finance@asba.ab.ca

# Invoice

Date	Invoice #
6/24/2022	2021225

## INVOICE TO

Calgary Board of Education  
 1221 - 8 Street SW  
 Calgary, AB T2R 0L4

Terms - Net 30 days

Business No. 10669 4268 RT0001

Quantity	Item	Description	Net	Amount
6	000-51000-30	Registration as attached - ASBA Spring General Meeting	675.00	4,050.00
1	000-51000-30	Registration as attached - ASBA Spring General Meeting (ASBA President)	0.00	0.00
		GST on sales	5.00%	202.50

Electronic Funds Transfer (EFT) Option:  
 Bank of Nova Scotia  
 Beneficiary: Alberta School Boards Association  
 Transit #: 12989  
 Bank #: 002  
 Account #: 0386014  
 Send payment notifications to finance@asba.ab.ca

<b>Subtotal</b>	CAD 4,050.00
<b>GST 5%</b>	CAD 202.50
<b>Total</b>	CAD 4,252.50

Alberta School Boards Association  
Spring General Meeting  
June 5-7, 2022

Board/Company	First Name	Last Name	Title	Alias Code	Reg Type	Reg Fee	GST	Total
Calgary Board of Education	Patricia	Bolger	Trustee		In person	\$675.00	\$33.75	\$708.75
Calgary Board of Education	Nancy	Close	Trustee		In person	\$675.00	\$33.75	\$708.75
Calgary Board of Education	Marilyn	Dennis	ASBA President		In person	\$0.00	\$0.00	\$0.00
Calgary Board of Education	Dana	Downey	Trustee		In person	\$675.00	\$33.75	\$708.75
Calgary Board of Education	Laura	Hack	Chair		In person	\$675.00	\$33.75	\$708.75
Calgary Board of Education	Charlene	May	Trustee		In person	\$675.00	\$33.75	\$708.75
Calgary Board of Education	Susan	Vukadinovic	Vice-Chair		Virtual	\$675.00	\$33.75	\$708.75
<b>Calgary Board of Education Total</b>						<b>\$4,050.00</b>	<b>\$202.50</b>	<b>\$4,252.50</b>

**Dana Downey**

Room No.  
 Arrival : 06-05-22  
 Departure : 06-07-22  
 Folio No. :  
 Conf. No. :  
 Cashier No. : 103

**Canada**

Company Name: Alberta School Boards Association  
 Group Name: Alberta School Boards Association Confer

**INVOICE**

Date	Description	Charges	Credits
06-05-22	Room Charge	189.00	
06-05-22	Destination Marketing Fee	3.78	
06-05-22	Tourism Levy	7.71	
06-05-22	Room GST 5% 71125-2676 RT0001	9.64	
06-06-22	Room Charge	189.00	
06-06-22	Destination Marketing Fee	3.78	
06-06-22	Tourism Levy	7.71	
06-06-22	Room GST 5% 71125-2676 RT0001	9.64	
06-07-22	MasterCard XXXXXXXXXXXX XX/XX		420.26
		<b>Total Charges</b>	420.26
		<b>Total Credits</b>	420.26
<b>Tax Total:</b>	<b>\$ 0.00</b>	<b>Balance</b>	<b>0.00</b>

# THE GRANARY

The Granary Kitchen  
1935 50th Ave.  
Red Deer, AB T4R 1Z4  
Canada  
768150574 RT0001

2022-06-05 18:12:49  
RECEIPT : 115559  
ORDER # : 82427  
TABLE : 54  
SERVER : Natasha  
SEAT : 2

QTY DESCRIPTION	TOTAL
**** Seat 0 ****	
1 Buttermilk Chicken Thighs (1/2)	\$11.00
**** Seat 2 ****	
1 PEPSI	\$3.00
	SUBTOTAL \$14.00
ALBERTA - GOODS AND SERVICES TAX (5%)	\$0.70
	TOTAL \$14.70

Order TakeOut and Delivery Direct Online!  
www.GranaryKitchen.ca

Don't Miss Prime Rib Mondays!  
Wing Wednesdays!  
Happy Hour 2-5pm & 8-11pm Daily!

## Cilantro & Chive Red Deer

1927 50th Ave  
GST # 825 395 080 RT 0001  
Red Deer  
AB T4R 1Z4  
4037822882

Our whole team truly appreciates any tips & gratuities, as we run a complete tip-sharing system from Service to Kitchen. Every position is vital in working to give you a great experience. So our whole team wanted you to know that we ALL appreciate the love and support!

Table-No: 16  
Seat-No: 5  
Open Server: Kailey M  
Open Date: 06-Jun-2022  
Open Time: 05:33PM  
Customer: Walkin  
Service: Dine In

### ORDER SUMMARY

ITEM	PRICE	QTY	AMOUNT
**Water	0.00	1	0.00
Coke	3.95	1	3.95
Craft Beer Battered Fish + Chips	20.90	1	20.90
Fries	0.00	1	0.00
Side Ketchup	0.00	1	0.00
Add Side Tripphammer Gravy	2.50	1	2.50

Sub-Total: \$ 27.35  
GST 5% 1.38  
CHECK TOTAL: \$ 28.73  
TOTAL: \$ 28.73

Thank you so much for visiting Cilantro and Chive Red Deer!

## Cilantro and Chive - Red Deer

1927 50TH AVENUE  
RED DEER, AB T4R 1Z4  
5872722880

https://www.cilantroandchive.ca

Cashier: Kailey  
06 Jun 2022 6:49:25P

Transaction 105566  
1 Manual Transaction CA\$28.73

Total CA\$28.73  
Tip CA\$4.31

CREDIT CARD SALE CA\$33.04  
MASTERCARD 1772

06-Jun.-2022 6:49:42p.m.  
CA\$33.04 | Method: EMV  
Mastercard XXXXXXXXXXXXX  
DANA DOWNEY  
Reference ID: 215800698368  
Auth ID: 08257J  
MID: \*\*\*\*\*8082  
AID: A0000000041010  
AthNtwkNm: MASTERCARD  
PIN VERIFIED

Order XDS5MV1Q6M08J

THE GRANARY  
1935 50 AVENUE  
RED DEER, AB T4R1Z4  
4039864663

### SALE

Clerk #: 000237 natasha  
MID: 6459233  
TID: 002  
Batch #: 156001  
06/05/22  
APPR CODE: 09634J  
MASTERCARD  
\*\*\*\*\*1772

AMOUNT \$14.70  
TIP \$2.21  
TOTAL \$16.91

APPROVED

PC Mastercard  
AID: A0000000041010  
TVR: 00 00 00 80 00  
TSI: EB 00

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

Thank You  
Please Come Again

MERCHANT COPY