

# expense | monthly tracking report

claimant | May, Charlene

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	Travel Mileage	\$300.00	travel	PD mileage
ASBA Spring General Meeting	06/5-7/2022	Hotel Accommodation	\$420.26	travel	PD accommodation
ASBA Spring General Meeting	06/5-7/2022	Meals	\$42.91	travel	PD food/non alcoholic beverage
ASBA Zone 5 Edwin Parr	05/19/2022	ASBA Zone 5 Edwin Parr Celetration	\$65.00	other disclosed	BUS food/non alcoholic beverage



# 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: July 12 2022

Trustee's Name Charlene May, Trustee Wards 12 & 14

Purpose of Trip / Name of Conference: ASBA SGM Conference

Departure and Return Date June 5/7 2022

Destination: Red Deer, AB

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 300 Km @ 50¢/Km (submit via PeopleSoft)	300		300	Sent to HR	
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>					
<b>AMOUNT DUE TO CLAIMANT / &lt;CBE&gt;</b>				42.91	
<b>GST Breakout Area</b>					

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 attached information and confirm that all personal information has been removed or redacted. I certify that the information provided is true and correct.

\_\_\_\_\_  
Signature

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

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

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>



**Charlene May**

**Canada**

Room No. :  
 Arrival : 06-05-22  
 Departure : 06-07-22  
 Folio No. :  
 Conf. No. : 1  
 Cashier No. : 322

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  
758150674 RT0001

2022-06-05 18:12:49  
RECEIPT : 115570  
ORDER # : 32427  
TABLE : 54  
SERVER : Natasha  
SEAT : 3

QTY DESCRIPTION	TOTAL
**** Seat 0 ****	
1 Buttermilk Chicken Thighs (1/2)	\$11.00
**** Seat 3 ****	
1 Prawn Salad Rolls (QSA 100 -\$14.00)	\$14.00
1 PEPSI	\$3.00
	SUBTOTAL \$28.00
	DISCOUNT \$14.00
ALBERTA - GOODS AND SERVICES TAX (5%)	\$0.70
	TOTAL \$14.70

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

Dont Miss Prime Rib Mondays!  
Wing Wednesdays!  
Happy Hour 2-5pm & 8-11pm Daily!

## Cilantro & Chive Red Deer *CFM*

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!  
11-011

Table-No: 16  
Seat-No: 6  
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
Craft Beer Battered Fish + Chips	20.90	1	20.90
Fries	0.00	1	0.00
Dill Ranch Side Aioli	1.50	1	1.50
Sub-Total:			\$ 22.40
GST 5%			1.13
CHECK TOTAL:			\$ 23.53
TOTAL:			\$ 23.53

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 6:50:06P

Transaction 105567  
1 Manual Transaction CA\$23.53

Total CA\$23.53  
Tip CA\$3.53

CREDIT CARD SALE CA\$27.06  
MASTERCARD 7295

06-Jun-2022 6:50:18p.m.  
CA\$27.06 | Method: CONTACTLESS  
Mastercard XXXXXXXXXXXX  
Reference ID: 215800698385  
Auth ID: 006883  
MID: \*\*\*\*\*8082  
AID: A0000000041010  
AthNtwkNm: MASTERCARD  
NO CARDHOLDER VERIFICATION

Order 7ZPZD29D1GSCJ

THE GRANARY  
1935 50 AVENUE  
RED DEER, AB T4R1Z4  
4039864663

### SALE

Clerk #: 000237 natasha  
MID: 6459233  
TID: 002  
Batch #: 166001  
06/05/22  
APPR CODE: 005124  
MASTERCARD  
\*\*\*\*\*7295  
REF #: 00000009  
RRN: 00000009  
18:15:28  
Proximity

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

APPROVED

SIGNATURE NOT REQUIRED

Mastercard  
AID: A0000000041010  
TVR: 00 00 00 80 01

I AGREE TO PAY ABOVE TOTAL AMOUNT  
IN ACCORDANCE WITH CARD ISSUER'S  
AGREEMENT  
(MERCHANT AGREEMENT IF CREDIT VOUCHER)  
RETAIN THIS COPY FOR STATEMENT  
VERIFICATION

Thank You  
Please Come Again

MERCHANT COPY

# ASBA Zone 5 Edwin Parr Celebration

**General Admission \$65.00**

Calgary Winter Club, 4611 14 Street Northwest, Calgary, AB T2K 1J7, Canada

Thursday, 19 May 2022 from 6:00 PM to 8:30 PM (MDT)

Eventbrite Completed

Order Information

Name

Order #3375662489. Ordered by Grace St Croix on 20 April 2022 11:36 AM Charlene May



33756624895238186329001

## Event Information:

Thank you for coming to our ASBA Zone 5 Edwin Parr Celebration event on Thursday, May 19 at 6pm. We look forward to celebrating together! Arrive at 6pm for our Mix and Mingle. Appetizers will be available. A Cash Bar will also be available. Our formal program will start at 6:45pm and will include remarks from our ASBA President Marilyn Dennis, and our Zone Chair, Theresa LeTendre. We look forward to sharing video celebrations of each of our nominees along with an informal and fun get-to-know our nominees conversation. Let us know if you have any questions by emailing Nancy at [neclose@cbe.ab.ca](mailto:neclose@cbe.ab.ca)

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