

expense | monthly tracking report

claimant | Downey, Dana
position | Trustee
level | Board of Trustees
reporting period | March 1 to April 30, 2023
date of report | Friday, June 9, 2023



**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Columbia Institute Conference	03/23-25/2023	Conference Fee	\$595.00	travel	conferences & workshops
Columbia Institute Conference	03/23-25/2023	Airfare	\$560.96	travel	BUS airfare/bus/rail
Columbia Institute Conference	03/23-25/2023	Shuttle	\$50.35	travel	BUS airfare/bus/rail
Columbia Institute Conference	03/23-25/2023	Hotel Accommodation	\$184.44	travel	BUS accommodation
Columbia Institute Conference	03/23-25/2023	Hotel Accommodation	\$245.22	travel	BUS accommodation
Columbia Institute Conference	03/23-25/2023	Meal	\$12.00	travel	BUS food/non alcoholic beverage
Columbia Institute Conference	03/23-25/2023	Meal	\$26.00	travel	BUS food/non alcoholic beverage
ASCA Conference/AGM	04/21-23/2023	Conference Fee	\$677.25	travel	conferences & workshops
ASCA Conference/AGM	04/21-23/2023	Travel Mileage	\$300.00	travel	BUS mileage
ASCA Conference/AGM	04/21-23/2023	Hotel Accommodation	\$336.82	travel	BUS accommodation
ASCA Conference/AGM	04/21-23/2023	Meal	\$52.00	travel	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: April 20, 2023

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

Purpose of Trip / Name of Conference: High Ground Civic Governance Forum Conference

Departure and Return Date March 23-25 2023 Destination: Vancouver, BC

Description of Expenses |
Please attach receipts

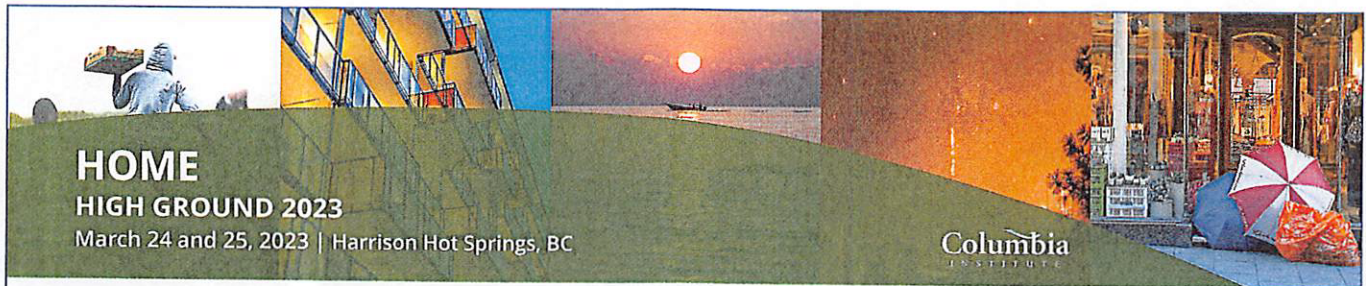
Description of Expenses Please attach receipts	Total Cost (Indicate currency If not Cdn)	Exchange Rate Adjusted Amount (If applicable)	Amount Paid by CBE Invoice/P-Card/ Payroll for Mileage (including GST)	Amount Paid By Claimant For Out of Pocket Expenditures (including GST)	Alias to be Charged for Claimant's Expenses
Registration/Conference Fees	595.00		595.00		
Travel Costs					
Airfare	560.96			560.96	
Insurance					
Rail/Bus					
Taxi/Shuttle Bus/Car Rental at Destination	50.35			50.35	
Personal Vehicle Km @ 50¢/Km (submit via PeopleSoft)					
Parking – at Destination					
Accommodation					
2 Nights @ \$ 214.83 (Single Rate)	429.66		245.22	184.44	
Telecommunication Charges (Internet, Phone calls)					
Meals – Receipts required (Including tips, excluding meals covered by Conference or Others)					
1 Breakfast(s) (Maximum \$12.00 each)	15.10			12.00 max allow	
Lunch(es) (Maximum \$17.00 each)					
1 Dinner(s) (Maximum \$26.00 each)	37.85			26.00 max allow	
Other - Provide Details					
TOTAL COST OF TRIP	1688.92		840.22		
AMOUNT DUE TO CLAIMANT / <CBE>				833.75	
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 ce

Claimant's Signature

Payment Authorization



HIGH GROUND CIVIC GOVERNANCE FORUM
March 24-25, 2023 (Friday and Saturday)
Harrison Hot Springs Hotel Resort and Spa

*Early bird rate: \$445 (extended until February 26, 2023) | *Regular rate: \$525 (after February 26)

*Includes all meals and workshop sessions.

Friday night accommodation and transportation to and from venue are separate.

Thank you for your registration. You will receive a confirmation and a receipt at the email address you provided.

Return to www.columbiainstitute.eco

(<mailto:www.civicgovernance.ca>)

Please note that the merchant name on your credit card statement will be **COLUMBIA INSTITUTE**.

Status: Approved
Cardholder: Grace
Credit Card #: *****
Card Type: MasterCard
Amount: \$595.00 CAD
Order Number: 3370062-



(<https://www.eply.com>)

Privacy Policy (<https://www.eply.com/privacy-policy/>)

Terms of Service (<https://www.eply.com/terms-of-service/>)

Dana Downey

Ticket #: 0142168832501

Seats

YYC - YVR -

YVR - YYC -

Depart • Thu 23 Mar, 2023

Economy - Standard

Calgary YYC

14:15

Calgary Int. Alberta

Vancouver YVR

14:55

Vancouver Int. , Terminal M

 **AC217**

1hr 40m

Cabin : Economy Class (U)

Operated by: Air Canada

Aircraft type: [A320-200](#) |  [Wi-Fi](#)

Return • Sat 25 Mar, 2023

Economy - Standard

Vancouver YVR

20:45

Vancouver Int. , Terminal M

Calgary YYC

23:14

Calgary Int. Alberta

 **AC224**

1hr 29m

Cabin : Economy Class (L)

Operated by: Air Canada

Aircraft type: [A321-200](#) |  [Wi-Fi](#)

Purchase summary

1 adult



CA \$560.96

Air transportation charges

****1772

Base fare - Depart - Economy - Standard

CA \$288.00

The following charges (tax inclusive) will appear on your credit or debit card statement:

Amount paid: CA \$560.96

Base fare - Return - Economy - Standard	CA \$156.00
Surcharges.	CA \$16.00
Subtotal	CA \$460.00
Taxes, fees and charges	
Air Travellers Security Charge - Canada	CA \$14.25
Goods and Services Tax - Canada - 100092287 RT0001	CA \$26.71
Airport Improvement Fee - Canada	CA \$60.00
Airfare and taxes, per passenger (before travel options)	CA \$560.96
Number of passengers	1
Total	CA \$560.96
GRAND TOTAL Canadian dollars (CAD)	CA \$560.96

Baggage allowance

Carry-on baggage

On flights operated by Air Canada, Air Canada Rouge or Air Canada Express, you may carry with you in the cabin 1 standard item (max. size: 23 x 40 x 55 cm [9 x 15.5 x 21.5 in]) and 1 personal item (max. size: 16 x 33 x 43 cm [6 x 13 x 17 in]). Your carry-on baggage must be light enough that you can store it in the overhead bin unassisted. [See our complete carry-on baggage policy.](#)

Checked baggage

Please see below for details on the bags you plan on checking at the baggage counter.

Calgary YYC - Vancouver YVR



1st bag

CA \$31.50

Including taxes



2nd bag

CA \$52.50

Including taxes

Max. weight per bag:
23 kg (50 lb)

Max. dimensions per bag:
158 cm (62 in)

RECEIPT
GST NO: R122556194

PAID: \$ 47.25
(GST INCLUDED)

Mar 25 20

TRANSACTION
DEBIT

Card Number : ***
Card Type : DEB
Account : CHE
Trans. Type : PUR



You must tap in and out as required by TransLink's Transit Tariff.
Once tapped, this ticket is valid for 90 minutes for single fares, and until the end of service for DayPasses.
Tickets expire at the end of service on the day of purchase even if not tapped.
Use of this Compass ticket is deemed acceptance of the terms and conditions of TransLink's Transit Tariff and the Compass Ticket Terms and Conditions of Use, as amended from time to time. Contravention may result in confiscation of this ticket, prosecution, and/or other consequences. To view the full Compass Ticket Terms and Conditions of Use, the Transit Tariff and the Privacy Policy, visit www.translink.ca.
When a Concession Product is purchased, it may only be used by children 5-13 years, Youth 14-18 years possessing valid secondary school or government photo ID, Seniors 65 years or over with proof of age, or as otherwise permitted under the Transit Tariff. Proof of Concession fare eligibility, as stated in the Transit Tariff, and this Compass ticket must remain in the possession of the user at all times, and must be produced for inspection on request of any Transit Employee.

Compass Inquiries TransLink Customer Information Transit Police
604.398.2042 www.compasscard.ca 604.953.3333 www.translink.ca 604.515.8300 Text 87.77.77

NO REFUNDS OR REPLACEMENTS - NON TRANSFERABLE ONCE TAPPED

CX 18 30 Compass No: 0001 2498 7022 8740 9929

* RECEIPT *
* NOT VALID FOR TRAVEL *

Translink
Waterfront Sta
TVH01131
Sat 25 Mar 23 06:35PM

Payment Type: MASTER CARD
Purchase: 1 Zone Ticket
Product Price: \$ 3.10

Compass Ticket #: 1205
Credit Card #: 1772
Auth #: 06276J
Ref #: TUU46B93VVAH
Receipt #: 75893

Card Entry: Chip
AID: A0000000041010
TVR: 8000008000
ISI: E800

Retain for your records.
View TransLink Policies
at www.translink.ca

Thank You!

You must tap in and out as required by TransLink's Transit Tariff.
Once tapped, this ticket is valid for 90 minutes for single fares, and until the end of service for DayPasses.
Tickets expire at the end of service on the day of purchase even if not tapped.
Use of this Compass ticket is deemed acceptance of the terms and conditions of TransLink's Transit Tariff and the Compass Ticket Terms and Conditions of Use, as amended from time to time. Contravention may result in confiscation of this ticket, prosecution, and/or other consequences. To view the full Compass Ticket Terms and Conditions of Use, the Transit Tariff and the Privacy Policy, visit www.translink.ca.
When a Concession product is purchased, it may only be used by Youth 13-18 years possessing valid secondary school or government photo ID, Seniors 65 years or over with proof of age, or as otherwise permitted under the Transit Tariff. Proof of Concession fare eligibility, as stated in the Transit Tariff, and this Compass ticket must remain in the possession of the user at all times, and must be produced for inspection on request of any Transit Employee.

Compass Inquiries TransLink Customer Information Transit Police
604.398.2042 www.compasscard.ca 604.953.3333 www.translink.ca 604.515.8300 Text 87.77.77

NO REFUNDS OR REPLACEMENTS - NON TRANSFERABLE ONCE TAPPED

CX 21 52 Compass No: 0001 0613 2546 0469 1205

PINNACLE HOTEL

HARBOURFRONT

Grace
Canada

Room No. : 1242
Arrival : 03/23/23
Departure : 03/24/23
Page No. : 1 of 1
Folio No. :
Conf. No. :
Cashier No. : 22
Custom Ref. :

INFORMATION INVOICE

Guest Name : Downey, Dana
Company Name :
Group Name :

Date	Description	Charges	Credits
03/23/23	Room Charge	203.20	
03/23/23	Accommodation Provincial Sales Tax - 8%	16.46	
03/23/23	Municipal Regional District Tax 3%	6.18	
03/23/23	Destination Marketing Fee - 1.5%	2.56	
03/23/23	Goods and Services Tax - 5%	11.67	
03/23/23	Major Events MRDT - 2.5%	5.15	
03/24/23	MasterCard XXXXXXXXXXXX9531 XX/XX		245.22

Total Charges	245.22	
Total Credits		245.22
Balance		0.00

Merchant ID
Transaction ID 1972130
Approval Code 053342
Approval Amount 245.22

Credit Card # XXXXXXXXXXXXXXX9531
Credit Card Expiry XX/XX
Capture Method Manual
Transaction Amount 245.22

Guest Signature: _____ **Date:** _____

I agree that I am personally liable for payment of this account, and if this person, company or association indicated does not settle within a reasonable period, my liability for payment should be joint and several with such person, company or association.

Pinnacle Hotel Harbourfront
1133 West Hastings St, Vancouver, BC, V6E 3T3
Telephone: +1 604.689.9211 | Fax: +1 604.689.4538 | www.pinnacleharbourfronthotel.com
G.S.T. #R103873113 RT0001



HOT SPRINGS RESORT

HarrisonResort.com

100 Esplanade Avenue • Harrison Hot Springs
British Columbia, Canada • V0M 1K0

T. 604.796.2244 • F. 604.796.3682 • 1.800.663.2266 (toll-free)

FOLIO NO.

ROOM NO.

GUEST NO.

4489XB

P0311

41G52V

RATE/PACKAGE

NO. IN PARTY

DEPOSIT REC'D.

159.00

1

184.44

RATE/PACKAGE DESCRIPTION

Columbia Institute

ARRIVAL DATE

DEPARTURE DATE

03/24/23

03/25/23

ADDITIONAL INFORMATION

\$134/nt

NAME AND ADDRESS

Downey, Dana
** Columbia Institute - March, 2023
Columbia Institute
510 - 1155 Robson Street
Vancouver, BC V6E 1B5
CA

DATE	DESCRIPTION		CHARGES	PAYMENTS
03/24/23	PROOM 1 Room Charge	--	134.00	
03/24/23	RFEE 1 Daily Resort Fee	--	25.00	
03/24/23	PXPST 1 PST - Provincial Tax	--	10.72	
03/24/23	PXGST 1 GST - Federal Tax	--	6.70	
03/24/23	PXPSTR 1 Municipal & Hotel Rm Tax	--	4.02	
03/24/23	PXPST 1 PST - Provincial Tax	--	2.00	
03/24/23	PXGST 1 GST - Federal Tax	--	1.25	
03/24/23	PXPSTR 1 Municipal & Hotel Rm Tax	--	0.75	
03/25/23	MC 1 XXXX1772	9Z		184.44
GST # :852755644RT0001				
G.S.T. Total :				7.95
Subtotals			\$ 184.44	184.44

PAID IN FULL --- THANK YOU!

I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any or the full amount of these charges. I also agree that all charges contained in this account are correct and any disputes or requests for copies of charges must be made within five days after my departure.

SIGNATURE _____

P2B BISTRO & BAR
Pinnacle Hotel Harbourfront
1133 West Hastings Street
Vancouver BC V6E 3T3
604 689 9211

1031 Raju R

Tbl 33/1 Chk 3883 Gst 1
Mar24'23 06:47AM

1 BREAKFAST BUFFET 36.00
99161/F&B Gift Card
GIFT CERT. 25.00

Subtotal 36.00
GST 1.80
Paid 25.00
Amount Due 12.80

TIP _____

TOTAL

PINNACLE VANCOUVER
HAR

1133 WEST HASTINGS ST
VANCOUVER, BC V6E 3T3
604 691 2700

Cashier: Employee

Transaction 316719

Total \$12.80
Tip \$2.30
CREDIT CARD SALE \$15.10

Retain this copy for statement
validation

24-Mar-2023 7:08:06a.m.
\$15.10 | Method: EMV

Reference ID: 308300913097
Auth ID: 04207J
MID: *****6990
AID: A0000000041010
AthNtwkNm: MASTERCARD
PIN VERIFIED

Online: <https://clover.com/p/ER15SWT1VCMJC>

CHECK # 3001740 DATE 3/23/23
NAME 308 TIME 5:26PM

-- FAST BAR : JESS CH --

ITEMS ORDERED	AMOUNT
1 HH TRUFFLE FRIES	7.00
1 BAJA FISH TACOS	18.75
1 BAR POP	4.50

SUBTOTAL	30.25
PST	0.32
GST	1.51

TOTAL DUE 32.08

CACTUS CLUB COAL HARBOUR
1085 CANADA PL
VANCOUVER, BC V6C 0C6
(604) 620-7410

SALE

**** REF#: 00000012 **
Batch #: 297 SEQ: 297001001012
03/23/23 17:29:43
ORDER#: 3001740
APPR CODE: 08315J

AMOUNT \$32.08
TIP \$5.77
TOTAL \$37.85

00 - APPROVED - 001

PC Mastercard
AID: A0000000041010
TVR: 00 00 00 80 00
TS: E8 00

Difference of \$11.85
Thank You
Please Come Again

CUSTOMER COPY



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: May 3, 2023

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

Purpose of Trip / Name of Conference: ASCA Conference/AGM

Departure and Return Date April 21-23 2023

Destination: Edmonton, AB

Description of Expenses |
Please attach receipts

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	677.25		677.25		
Travel Costs					
Airfare					
Insurance					
Rail/Bus					
Taxi/Shuttle Bus/Car Rental at Destination					
Personal Vehicle 600 Km @ 50¢/Km (submit via PeopleSoft)	300.00		300.00		
Parking – at Destination					
Accommodation					
2 Nights @ \$ 168.41 (Single Rate)	336.82		336.82		
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)					
2 Dinner(s) (Maximum \$26.00 each)	66.15			52.00 max allow	
Other – Provide Details					
TOTAL COST OF TRIP	1380.22		1314.07		
AMOUNT DUE TO CLAIMANT / <CBE>				52.00	
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.

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Claimant's Signature

Payment Authorization

Subject:

FW: [EXTERNAL] ASCA Conference/AGM Registration 2023 (Order #:2572)

Below is a registration summary from **Order#: 2572**

Order Summary

Note: Your credit card has been charged to the Edmonton Regional Learning Consortium (ERLC). Due to a reduction in staffing, ASCA has partnered with ERLC to provide a meaningful 2023 Conference and AGM and is grateful for their ongoing support.

Order #: 2572**Amount Paid:** \$677.25**Transaction ID:** 6616**Bank Approval Code:** 016**Response Code:** 027**Payment Type:** Credit Card (M)**Cardholder Name:** Grace**Card #:** ****9531**Card Expiry:** (MM/YY)**Order Timestamp:** March 09, 2023 (10:23:00 am)**Registrant Information**

First Name:	Dana
Last Name:	Downey
Email Address:	<u>dacdowney@cbe.ab.ca</u>
Cell Phone#:	403-613-6826
Alternative Phone#:	403-817-7933
Street Address:	1221 - 8 Street SW
City/Town:	Calgary
Province:	Alberta
Postal Code:	T2R0L4
Jurisdiction:	Calgary Board of Education
Organization:	N/A
School:	Calgary Board of Education
Role:	Trustee
Subtotal:	\$645.00
GST:	\$32.25

Conference Options

Friday Pre-session(s): No

Full Conference: Yes (\$535.00)

Friday Evening Social: Yes (No Charge)

Saturday Daytime: Yes (No Charge)

Saturday Banquet Dinner: Yes

Number of Banquet Tickets: 1 (Registrant + 0 guests) (No Charge)

Banquet Attendee(s):

- Dana Downey (Registrant)

AGM Options

Is Voting Delegate: No

AGM: Yes (\$110.00)

Method of Attendance: In Person

Sunday Breakfast: Yes

Sunday Lunch: Yes

Thank you for your registration,

Alberta School Councils' Association
parents@albertaschoolcouncils.ca



EDMONTON SOUTH
CONFERENCE CENTRE

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

Alberta School Councils Association
Dana Downey

Canada

Room: 0718
Folio: 193780
Cashier: 74
Arrival: 04-21-23
Departure: 04-23-23

Group: ASCA 2023 Conference

Date	Description	Additional Information	Charges	Credits
04-21-23	ROOM CHARGE		150.00	
04-21-23	Room Destination Marketing Fee		4.50	
04-21-23	Room GST		7.73	
04-21-23	AB Tourism Levy		6.18	
04-22-23	ROOM CHARGE		150.00	
04-22-23	Room Destination Marketing Fee		4.50	
04-22-23	Room GST		7.73	
04-22-23	AB Tourism Levy		6.18	
04-23-23	Master Card	XXXXXXXXXXXX	XX/XX	336.82
GST Summary			Total	336.82
Registration No: 889835161			Balance Due	0.00 CDN
Room 15.46				
F&B 0.00				
Other 21.36				
Total 36.82				

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.

EARLS RESTAURANTS

Earls

Earls Crossroads
4250 Calgary Trail NW
Edmonton, AB T6J 6Y8
(780) 439-5888

1177 NATALIA

Tbl 222/1 Chk 4569 Gst 1
22Apr'23 05:12PM

1 POP 4.50
1 POP REFILL 0.00
1 TORTELLINI/3ozS' 29.75

Subtotal 34.25
GST Tax 1.71
05:45PM Total 35.96

Comments? Email

EARLS RESTAURANTS
Earls Crossroads
4250 Calgary Trail NW
Edmonton, AB T6J 6Y8
(780) 439-5888

Tbl 222/1 Chk 4569 Gst 1
Apr22'23 5:12PM

1 POP 4.50
1 TORTELLINI/3ozS' 29.75
1 POP REFILL

SUBTOTAL 34.25
GST Tax 1.71
Total @ 5:45PM 35.96

Comments? Email

Lisa Bobst
lbobst@earls.ca
General Manager

We now deliver via DoorDash!
Find us on DoorDash's app
GST # 138048285

Transaction ID

Total 35.96
Tip 6.47

42.43

**** AURORA ****

4404 Gateway Blvd

Edmonton, AB

Tel: 780-431-3468

Review Us on TripAdvisor.ca

GST#889835161RT0001

153306 Amila

CHK 4430 TBL 47/1
GST 1
21 Apr'23 5:36 PM

1 SOFT DRINK 4.00
ICED TEA
1 COLONY CHICKEN BUN 21.00

FOOD \$25.00
GST % TAX \$1.25

6:21 PM
TOTAL DUE: \$26.25

THANK YOU FOR JOINING US!
PLEASE COMPLETE FOR ROOM CHARGES

GRATUIT

TOTAL DELTA EDMONTON SOUTH F&B
4404 GATEWAY BLVD
ROOM NUI EDMONTON, AB T6H5C2
7804314629

PRINT LA

SALE

SIGNATUR

Server #: 000001 SUSAN

MID: 6026528

TID: 008

REF#: 00000031

Batch #: 337

04/21/23

18:22:18

APPR CODE: 06611J

Chip

/

AMOUNT \$26.25
TIP \$3.94
TOTAL \$30.19

APPROVED

TVR: 00 00 00 80 00
TSt: E8 00

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

THANK YOU/MERCI

CUSTOMER COPY