

# expense | monthly tracking report

claimant | Hack, Laura  
position | Trustee  
level | Board of Trustees  
reporting period | July 1 to August 31, 2024  
date of report | Friday, October 4, 2024



**Calgary Board  
of Education**

| Description                   | Date (mm/dd/yyyy) | Details and/or Rationale      | Amount (CDN\$) | Category | Expense Type                    |
|-------------------------------|-------------------|-------------------------------|----------------|----------|---------------------------------|
| Education Missison to Germany | 6/9-12/2024       | Hotel Accommodation Wiesbaden | \$918.25       | travel   | BUS accommodation               |
| Education Missison to Germany | 6/12-13/2024      | Hotel Accommodation Lubeck    | \$306.08       | travel   | BUS accommodation               |
| Education Missison to Germany | 6/13-15/2024      | Hotel Accommodation Hamburg   | \$612.17       | travel   | BUS accommodation               |
| Education Missison to Germany | 6/8-15/2024       | Meals                         | \$375.92       | travel   | BUS food/non alcoholic beverage |
| Education Missison to Germany | 6/8-15/2024       | Shuttle/Transfer Services     | \$167.17       | travel   | BUS airfare/bus/rail            |
| Education Missison to Germany | 6/8-15/2024       | Cell Data Package             | \$11.02        | travel   | BUS general                     |
|                               |                   |                               |                |          |                                 |



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: \_\_\_\_\_

Trustee's Name \_\_\_\_\_

Purpose of Trip / Name of Conference: \_\_\_\_\_

Departure and Return Date \_\_\_\_\_ Destination: \_\_\_\_\_

**Description of Expenses | Please attach receipts**

| Description of Expenses   Please attach receipts  | Total Cost<br>(Indicate currency<br>If not Cdn) | Exchange Rate<br>Adjusted Amount<br>(If applicable) | Amount Paid by CBE<br>Invoice/P-Card/<br>Payroll for Mileage<br>(including GST) | Amount Paid By Claimant For Out of Pocket Expenditures<br>(including GST) | Alias to be Charged for Claimant's Expenses |
|---|---|---|---|---|---|
| Registration/Conference Fees  |   |   |   |   |   |
| Travel Costs  |   |   |   |   |   |
| Airfare   |   |   |   |   |   |
| Insurance   |   |   |   |   |   |
| Rail/Bus  |   |   |   |   |   |
| Taxi/Shuttle Bus/Car Rental at Destination  |   |   |   |   |   |
| Personal Vehicle      Km @ 50¢/Km (submit via PeopleSoft)                                   |   |   |   |   |   |
| Parking – at Destination  |   |   |   |   |   |
| Accommodation   |   |   |   |   |   |
| Nights @ \$ _____ (Single Rate)   |   |   |   |   |   |
| 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   |   |   |   |   |   |
| TOTAL COST OF TRIP HOTEL  |   |   |   |   |   |
| AMOUNT DUE TO CLAIMANT / <CBE>  |   |   |   |   |   |
| 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 Signatu

\_\_\_\_\_  
Payment Auth

**Mail Payment To:**

International Education Services  
44 Capital Blvd. 10044 - 108 Street NW  
Edmonton AB T5J 5E6

**Account Inquiries by Telephone or Email:**

780 422 2977 or Toll Free 310-0000

Email: melanie.andrade@gov.ab.ca

THE CALGARY SCHOOL DIVISION  
C/O DIRECTOR OF CORPORATE FINANCE AND TREASURER  
1221 8 ST SW  
CALGARY AB  
T2R 0L4

**INVOICE**

Document No. : 1800012688  
Customer No. : 0050000947  
Reference No. :  
Document Date : 04-Sep-2024  
Due Date : 04-Sep-2024  
Email ID : CBEEFTDeposit@cbe.ab.ca  
Contract ID :

**Amount Due: \$1,836.50**

Amount Remitted: \_\_\_\_\_

*Please cut along line and return top portion with payment*

| S/N         | Description   | Order No. | Quantity | UOM | Unit Price | GST   | Tax Amt | Amount CAD |
|-------------|---|-----------|----------|-----|------------|-------|---------|------------|
| 1           | Minister's Mission to Germany - Jun<br>8-15 2024 Laura Hack |           |          |     |            | 0.00% | \$0.00  | \$1,836.50 |
| Sub Total   |   |           |          |     |            |       |         | \$1,836.50 |
| Total (GST) |   |           |          |     |            |       |         | \$0.00     |
| Amount Due  |   |           |          |     |            |       |         | \$1,836.50 |

Hotel accommodations in:

Wiesbaden 3 nights

Lübeck 1 night

Hamburg 2 nights

Please make payment payable to Government of Alberta.



# 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 18, 2024

Trustee's Name Laura Hack Trustee Wards 3 & 4

Purpose of Trip / Name of Conference: Minister of Education Mission to Germany

Departure and Return Date June 6 - 17, 2024 Destination: Frankfurt, Germany

| 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>  |   |   |  |  |   |
| <b>Travel Costs</b>  |   |   |  |  |   |
| Airfare  |   |   |  |  |   |
| Insurance  |   |   |  |  |   |
| Rail/Bus   | 15.38 cdn                                 |   |  | 15.38  |   |
| Taxi/Shuttle Bus/Car Rental at Destination   |   |   |  |  |   |
| Personal Vehicle Km @ 50¢/Km (submit via PeopleSoft)   |   |   |  |  |   |
| Parking – at Destination   |   |   |  |  |   |
| <b>Accommodation</b>   |   |   |  |  |   |
| Nights @ \$ _____ (Single Rate)  |   |   |  |  |   |
| <b>Telecommunication Charges (Internet, Phone calls)</b>   | 11.02 cdn                                 |   |  | 11.02  |   |
| <b>Meals – Receipts required (Including tips, excluding meals covered by Conference or Others)</b> |   |   |  |  |   |
| 4 Breakfast(s) (Maximum \$12.00 Euro)  | 17.72 cdn                                 | 70.88   |  | 70.88  |   |
| 3 Lunch(es) (Maximum \$17.00 Euro)   | 25.10 cdn                                 | 75.30   |  | 75.30  |   |
| 6 Dinner(s) (Maximum \$26.00 Euro)   | 38.29 cdn                                 | 229.74  |  | 229.74   |   |
| Other – Provide Details Baggage  | 151.79 cdn                                |   |  | 151.79   |   |
| <b>TOTAL COST OF TRIP</b>  |   |   |  |  |   |
| <b>AMOUNT DUE TO CLAIMANT / &lt;CBE&gt;</b>  |   |   |  | 554.11   |   |
| <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.

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\_\_\_\_\_  
Claimant's Signature

\_\_\_\_\_  
Payment Authorization



Kein Fahrschein! No valid ticket!  
Hamburg Jungfernst.

\*\*\*Zahlung erfolgt\*\*\*

15.06.24 14:23:13Uhr

Kartenzahlung Betrag EUR\*\*\*3,80 =

MasterCard

5.76 cdn

Karten-Nr.: #####8811

BNr: 5938 VU-Nr: 4556204400

Terminal-ID: 59081844 Gen-Nr: 09387E

Transaktions-Nr.: 96342

Weitere Daten:

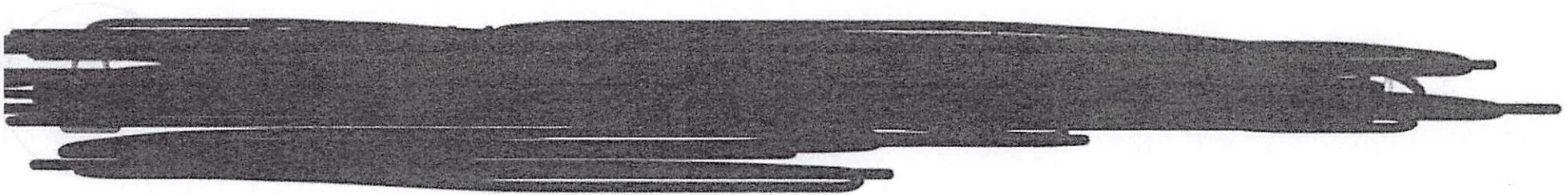
000008000/E800/3900/01FA/A0000000041010/00/0002/0280/6

0D0C8/440302/25/X/86513218/00096342/

**Vielen Dank!**

Bei Umtausch oder Erstattung ist der Zahlungsbeleg  
unbedingt zusammen mit der Kreditkarte vorzulegen

Sat Jun 15, 2024



DB Automaten

8:23 AM

\$5.76 edn

C-U-S-T-O-M-E-R R-E-C-E-I-P-T

Frankfurt (Main) Hbf  
Transdev Vertrieb GmbH  
60329 Frankfurt am Main

Card payment Mastercard

Amount 6,30 EUR

= 9.62 *cdn*

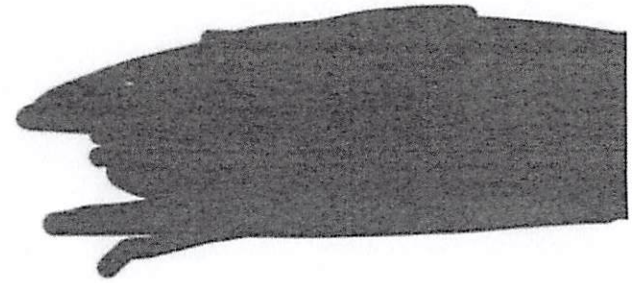
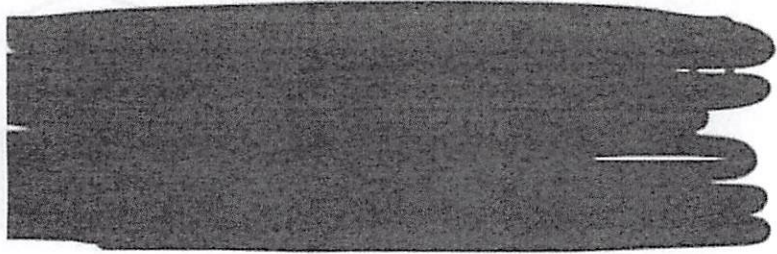
09.06.2024 05:57  
Terminal ID 55659874  
TA-No. 071025  
Receipt-No. 5956  
Card number #####8811  
Sequence No. 0002  
Contactless Chip Online  
VU-Number 455600397205  
Authorization number 01959E  
Authorization code 00

\*\*

Approved

\*\*

Sun Jun 09, 2024



Frankfurt (Main) Hbf

2:50 AM

\$9.62 cdn



**St. Croix, Grace M**

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**From:** Hack, Laura A  
**Sent:** Monday, June 3, 2024 4:51 PM  
**To:** St. Croix, Grace M  
**Subject:** Data plan while in Germany  
**Attachments:** IMG\_0407.jpeg; IMG\_0408.jpeg

Please see attached the 3GB of Data purchased (\$8.00USD, 11.02CAD) for use during the German Delegation trip for the purpose of reimbursement.

Please advise if you require further documentation (credit card statement) to support.

Laura Hack

[Get Outlook for iOS](#)

3 GB

Valid for 30 Days



Total

\$8 USD

= 11.02 cdn



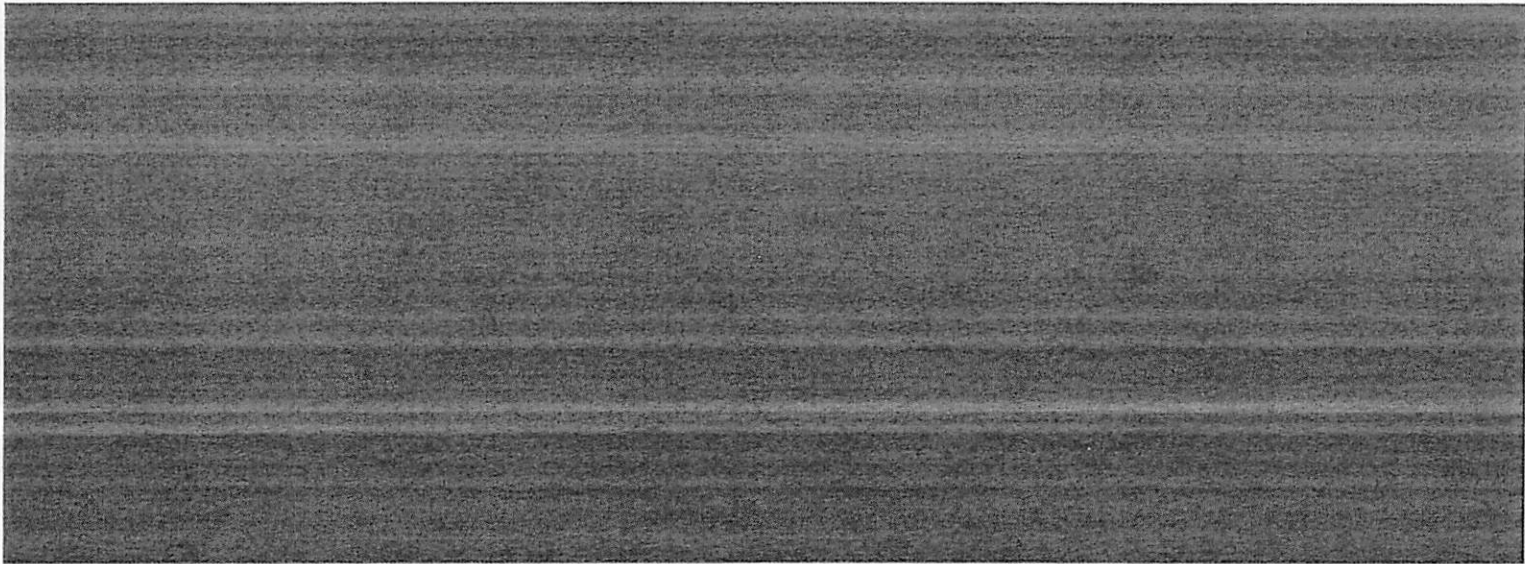
\*\*\*\*8811



Add Promo Code



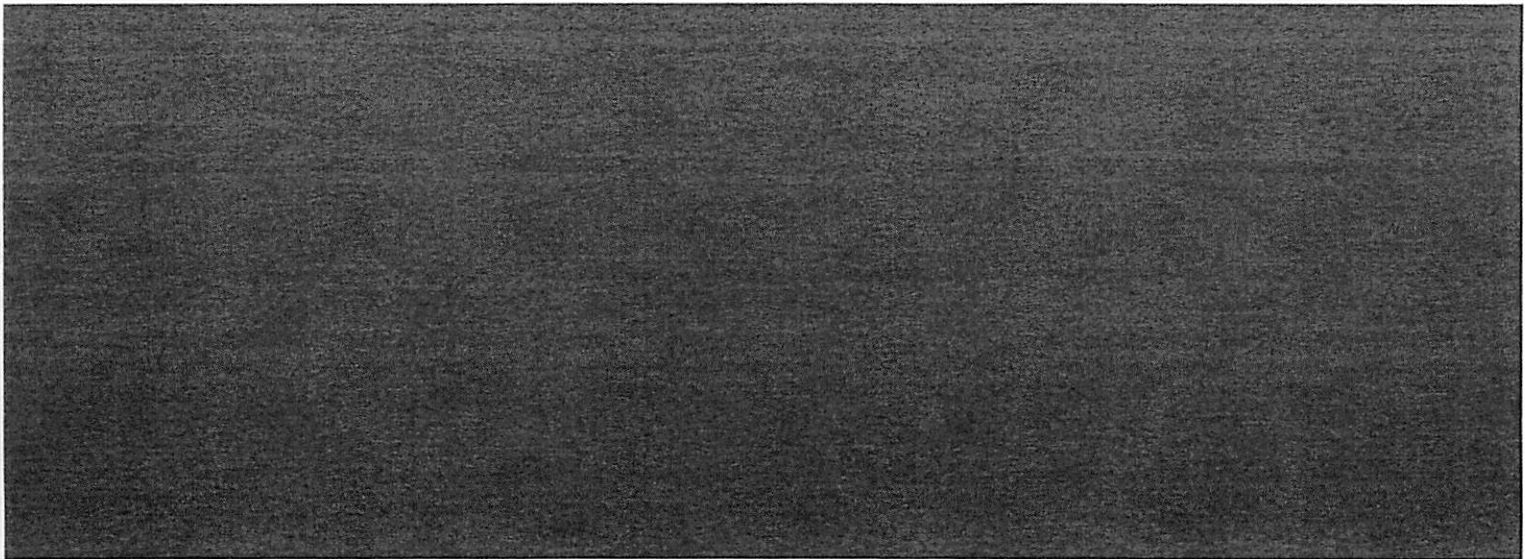
By pressing "Complete Purchase", you agree to our [Refund Policy](#) and Truphone's [Terms & Conditions](#).



NOMAD

2:27 PM

\$11.02 cdn



## St. Croix, Grace M

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**Subject:** FW: Revised Expense Claim  
**Attachments:** Revised Expense Claim for Education Mission to Germany.pdf

**From:** Minor, Patricia <[paminor@cbe.ab.ca](mailto:paminor@cbe.ab.ca)>  
**Sent:** Tuesday, July 9, 2024 9:57 AM  
**To:** St. Croix, Grace M <[gmstcroix@cbe.ab.ca](mailto:gmstcroix@cbe.ab.ca)>  
**Subject:** Alberta Education Mission to Germany | Trustee Hack's Meal Expenses

Hi Grace,

I've receive approval from the Board to allow for Laura to claim the following for her meals while in Germany:

- Breakfast - \$12.00 Euro (\$17.72 Canadian, based on yesterday's exchange rate)
- Lunch - \$17.00 Euro (\$25.10 Canadian, based on yesterday's exchange rate)
- Dinner - \$26.00 Euro (\$38.29 Canadian, based on yesterday's exchange rate)

Would you please work with Laura to revise her expense claim to include the Canadian \$ values indicated above.

Once Laura has signed off on everything, please re-send me the expense report for review.

Thanks,  
Trish

Patricia Minor (*she/her*)  
Corporate Secretary  
Calgary Board of Education | [www.cbe.ab.ca](http://www.cbe.ab.ca)  
t| (403) 817-7924 m| (403) 827-1725

I acknowledge the traditional territories and oral practices of the Blackfoot Nations, which includes the Siksika, the Piikani and the Kainai. I also acknowledge the Tsuut'ina and Stoney Nakoda First Nations, the Métis Nation, and all people who make their homes in the Treaty 7 region of Southern Alberta.

The contents of this email and any attachment(s) are confidential and intended for the named recipient only. If you have received this email in error, please notify the sender immediately, delete this email and do not copy, use or disclose it.

NUNGSBELEG UEBER WWW.BOOKING-LUFTHANSA.COM/EMD

RECEIPT AVAILABLE VIA WWW.BOOKING-LUFTHANSA.COM/EMD

LUFTHANSA

### EMD ITINERARY

06JUN24 60990775

CA

7294/LJGS

/CALGARY

LAURA

Name

50LB 23KG AND 62LI 158LCM

4Y FRA75.00 CAD75.00 END

Carrier / Flight No. Class

Electro  
Miscell  
Documen

RFIC/RFISC T  
CPN 1 C / 060 4

Gate Boarding Time

0142195010785

XXXXXXXXXX8811/ C 07095E

75.00 EQUIV:

Please be at the gate at boarding time, otherwise your seat may be given away.

NOT VALID FOR  
OR PAYMENT

Kurzfristige Änderung des Gate  
Gate changes possible at short

FOID

D 75.00

Austrian



Lufthansa 686 SWISS

STAR ALLIAN

TST TSM RLR RLP DCS SFP ---

YCAC08AA/YCAC08AA

KH/GS 17JUN24/0300Z 3FRJ

TACK/LAURA(ADT/03APR89)

AC7389 K 06JUN 4 YYCFRA

FLWN

OPERATED BY 4Y073 K

H 007 S 17JUN 1 HAMFRA HK1 A 2 0730 0840 \*1A/E

7388 S 17JUN 1 FRAYYC HK1 A 1 0945 1130 \*1A/F

OPERATED BY 4Y072 S

3 LH HAM 17JUN/EUR 50.64/\*FBAG/1 = 76.79 cdn

FA 220-2608910757/PTLH/EUR50.64/17JUN24/HAMLH0050/2

4

FB PAX 0000000000 TTM/M2/RT OK PROCESSED

FP CCCAXXXXXXXXXXXXX8811/0726/A00586E

2 (1) 4038132436

Mon Jun 17, 2024



LUFTHAN22002202608910757

11:00 PM

576.79 cdn.

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