

expense | monthly tracking report

claimant | May, Charlene
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
Purchase of Tecxt Book	07/04/2024	Purchased of Text Book	\$35.00	other disclosed	PD general
CSBA 2024 Conference	07/2-5/2024	Conference Fee	\$1,299.50	travel	BUS general
CSBA 2024 Conference	07/2-5/2024	Flight	\$850.07	travel	BUS airfare/bus/rail
CSBA 2024 Conference	07/2-5/2024	Accommodation	\$966.63	travel	BUS accommodation
CSBA 2024 Conference	07/2-5/2024	Rail/Bus	\$24.70	travel	BUS airfare/bus/rail
CSBA 2024 Conference	07/2-5/2024	Meals	\$23.02	travel	BUS food/non alcoholic beverage

A DIFFERENT BOOKLIST
779 BATHURST ST
TORONTO, ON M5S0B7
416/538-0889

SALE

MID: 5644848

TID: 104

REF#: 00000018

Batch #: 126001

RRN: 00000018

07/04/24

12:42:12

APPR CODE: 004771

MASTERCARD

Proximity

/

AMOUNT

\$35.00

APPROVED

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



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 17, 2024

Trustee's Name Charlene May, Vice-Chair & Trustee Wards 12 & 14

Purpose of Trip / Name of Conference: CSBA 2024 Congress

Departure and Return Date July 2 - 5, 2024 Destination: Toronto, Ontario

Table with 6 columns: Description of Expenses, Total Cost, Exchange Rate Adjusted Amount, Amount Paid by CBE, Amount Paid By Claimant For Out of Pocket Expenditures, Alias to be Charged for Claimant's Expenses. Rows include Registration/Conference Fees, Travel Costs (Airfare, Insurance, Rail/Bus, etc.), Accommodation, Telecommunication Charges, Meals, and TOTAL COST OF TRIP.

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



eTicket Receipt

Prepared For
MAY/CHARLENE L MRS

RESERVATION CODE	IDG
ISSUE DATE	11 May 24
TICKET NUMBER	83821E
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/SDX
FREQUENT FLYER NUMBER	

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
02 Jul 24	WESTJET WS 656	CALGARY INTL AB, CANADA Time 9:00am	TORONTO ON, CANADA Time 2:49pm Terminal TERMINAL 3	Cabin ECONOMY Seat Number CHECK-IN REQUIRED Included Bags 0 PIECES Booking Status OK TO FLY Fare Basis KCUD0ZBM Not Valid Before 02 JUL 24 Not Valid After 02 JUL 24
05 Jul 24	WESTJET WS 657	TORONTO ON, CANADA Time 11:00am Terminal TERMINAL 3	CALGARY INTL AB, CANADA Time 1:20pm	Cabin ECONOMY Seat Number CHECK-IN REQUIRED Included Bags 0 PIECES Booking Status OK TO FLY Fare Basis TCRD0HBG Not Valid Before 05 JUL 24 Not Valid After 05 JUL 24

Allowances

Baggage Allowance

YYC to YYZ - 0 Pieces WESTJET

Prices of additional baggage pieces:

1. 55.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters**
2. 75.00 CAD up to 50 pounds/23 kilograms and up to 45 linear inches/115 linear centimeters**

YYZ to YYC - 0 Pieces WESTJET

Prices of additional baggage pieces:

1. 55.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters**
2. 75.00 CAD up to 50 pounds/23 kilograms and up to 45 linear inches/115 linear centimeters****bag fees apply at each check in location

ADDITIONAL ALLOWANCES AND/OR DISCOUNTS MAY APPLY DEPENDING ON FLYER-SPECIFIC FACTORS /E.G. FREQUENT FLYER STATUS/MILITARY/ CREDIT CARD FORM OF PAYMENT/EARLY PURCHASE OVER INTERNET,ETC

Carry On Allowances

YYC to YYZ , YYZ to YYC - 1 Piece (WS - WESTJET) carry on hand baggage

Carry On Charges

YYC to YYZ , YYZ to YYC - (WS - WESTJET) - Carry-on fees unknown - contact carrier

Payment/Fare Details

Form of Payment	CREDIT CARD - MASTERCARD : XXXXXXXXXXXXX
Fare Calculation Line	YYC WS YTO253.00WS YYC405.00CAD658.00END
Fare	CAD 658.00
Taxes/Fees/Carrier-Imposed Charges	CAD 60.00 YQI (OTHER AIR TRANSPORTATION CHARGES) CAD 36.85 XG8 (GOODS AND SERVICES TAX (GST)) CAD 18.92 CA4 (AIR TRAVELLERS SECURITY CHARGE) CAD 70.00 SQ (AIRPORT IMPROVEMENT FEE (AIF)) CAD 4.55 RC2 (HARMONIZED SALES TAX (HST)) CAD 1.75 XG9 (GOODS AND SERVICES TAX (GST))
Total	CAD 850.07

Positive identification required for airport check in

Notice:

QST # 1202807956TQ0001 GST # 866112535

for more information.

Passengers embarking upon a journey involving an ultimate destination or a stop in a country other than the country of departure are

advised that the provisions of an international treaty (the Warsaw Convention, the 1999 Montreal Convention, or other treaty), as well as a

countries of departure and destination. The applicable treaty governs and may limit the liability of carriers to passengers for death or personal injury, destruction or loss of, or damage to, baggage, and for delay of passengers and baggage.

Additional protection can usually be obtained by purchasing insurance from a private company. Such insurance is not affected by any limitation of the carrier's liability under an international treaty. For further information please consult your airline or insurance company representative.

Data Protection Notice: Your personal data will be processed in accordance with the applicable carrier's privacy policy and, if your booking is made via a reservation system provider ("GDS"), with its privacy policy. These are available at <http://www.iatatravelcenter.com/privacy> or from the carrier or GDS directly. You should read this documentation, which applies to your booking and specifies, for example, how your personal data is collected, stored, used, disclosed and transferred. (applicable for interline carriage)

Important Legal Notices



Registration Receipt

The Canadian School Boards Association Congress and National Trustee Gathering on Indigenous Education (CSBA/NTGIE) 2024 "Our Shared Tomorrow"

July 3, 2024 July 5, 2024

The Westin Harbour Castle, Toronto

Registrant Details

Charlene May

Calgary Board of Education

1221 - 8 Street SW

JYNB6CJ4JP2

Order: NQN3Y4V5V9X	Invoice: CSBA24-052024-	Order Date: Thursday, May 9, 2024 12:44 PM ET	
Item	Price	Quantity	Amount
Congress Registration	CAD 1,150.00	1	CAD 1,150.00
HST #10780 0344 RT 0001	13.00%		CAD 149.50
Order Total			CAD 1,299.50

Order Summaries:

Date	Invoice #	Type	Amt Ordered	Amt Paid	Amt Due
9-May-2024 12:44 PM ET	CSBA24-052024-	online order	CAD 1299.50	CAD 1299.50	CAD 0.00

Payment Details:

Date	Type	Reference #	Amt Paid
9-May-2024	Mastercard		CAD 1299.50

Ontario Public School Boards' Association

439 University Avenue, Suite 1850 Toronto, Ontario M5G 1Y8 Canada

P: (416) 340-2540 | F: (416) 340-7571 | E: inquiry@opsba.org



Ontario Public School Boards' Association
439 University Avenue, Suite 1850 Toronto, Ontario M5G 1Y8 Canada
P: (416) 340-2540 | F: (416) 340-7571 | E: inquiry@opsba.org

Your payment for the The Canadian School Boards Association Congress and National Trustee Gathering on Indigenous Education (CSBA/NTGIE) 2024 "Our Shared Tomorrow" event has been successfully processed. Please save this email for your records.

Transaction Information

Item	Transaction Information	Quantity	Amount
Congress Registration	CAD 1,150.00	1	CAD 1,150.00
HST #10780 0344 RT 0001	13.00%		CAD 149.50
	Transaction Total		CAD1,299.50

Registration Confirmation Number: JYNB6CJ4JP2

[View your registration](#)

If you have any questions about this transaction or email, please contact OPSBA PD Events Team directly at pdevents@opsba.org.

powered by
cvent

St. Croix, Grace M

From: OPSBA PD Events Team <pdevents@opsba.org>
Sent: Thursday, May 9, 2024 10:45 AM
To: May, Charlene L
Cc: St. Croix, Grace M
Subject: [EXTERNAL] Registration Confirmed - The Canadian School Boards Association Congress and National Trustee Gathering on Indigenous Education (CSBA/NTGIE) 2024 "Our Shared Tomorrow"

ATTENTION: This message came from outside of the CBE and could be Spam or Phishing.
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Forward suspicious messages to phishing@cbe.ab.ca.

**CSBA
2024**



The Canadian School
Boards Association
Congress and
National Trustee
Gathering on
Indigenous Education
July 3-5
2024
Toronto

Dear Charlene,

Your registration has been confirmed. Please save this email for future reference.

[Click here](#) to print your receipt.

[Click here](#) to modify your registration.

Attending: Charlene May

Number in Party: 1

Confirmation Number: JYNB6CJ4JP2

Current Registration:

Registration Information:		
Registration Items		
Charlene May	Congress Registration	
Sessions		
Charlene May	Networking Reception – Sponsored by Hicks Morley LLP	03-Jul-2024 6:00 PM

Charlene

Gala Dinner and Performance by Turtle Concepts and Indigenous Youth 03-Jul-2024 7:00 PM

May

Additional Information

Administrator First and Last Name

Charlene

May

Grace St Croix

Do you have any food allergies/dietary requirements?

No

If "yes", please indicate your food allergies/dietary requirements.

Do you request accessibility accommodations?

No

Emergency Contact First and Last Name

[Redacted]

Emergency Contact Phone Number

4038351641

In compliance with the Canadian Anti-Spam Legislation (CASL), we require your express consent to communicate with you electronically about important updates, reminders, and relevant information regarding the CSBA Conference and the National Trustees Gathering.

By providing your consent, you agree to receive electronic communications such as your registration confirmation and receipt, important event communications, and your invitation to access the event mobile app. You may withdraw your consent at any time by logging in to your online registration account and change your response, or by email at pdevents@opsba.org.

Yes, I consent to receive electronic communications regarding this event

Sincerely, PD Events Team
Ontario Public School Boards' Association (OPSBA)
pdevents@opsba.org



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 (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					
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					
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.

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Claimant's Signature

1

Payment Autho

ORDER# | COMMANDE N°: UPX4634737-657



ISSUED | ÉMIS: 2 JUL / JUILL 2024 15:19 EDT

UP Union Pearson Express

E-TICKET | BILLET N°: 7199-4799-6041-1939

ADULT RETURN
ADULTE ALLER-RETOUR

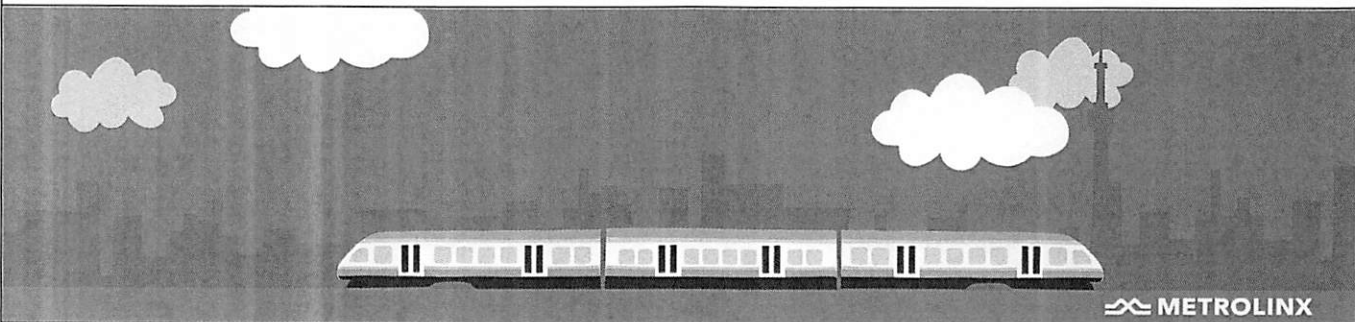
\$24.70



Pearson
↔
Union

EXPIRATION
2 JUL / JUILL 2025
NUMBER OF ALLOWED USES: 2
NOMBRE D'UTILISATIONS AUTORISÉES: 2

1. Display this ticket on paper or mobile device when asked for fare pre-validation and/or inspection | Présentez ce billet sur papier ou sur un appareil mobile lorsque vous êtes invité à effectuer une prévalidation et/ou une inspection du tarif
2. Ticket may be used in either direction between the two stations shown above | Le billet peut être utilisé dans les deux directions entre les deux gares indiquées ci-dessus
3. Use of UP Express e-ticket is subject to and deemed acceptance of UP Express relevant terms and conditions, which can be found at: upexpress.com | L'utilisation du billet électronique UP Express est assujettie et réputée acceptée par les modalités pertinentes d'UP Express, qui peuvent être consultées sur: upexpress.com/fr



METROLINX

1.844.GET.ON.UP

UPEXPRESS.COM

Westin Harbour Castle
 1 Harbour Square
 Toronto, ON M5J 1A6
 Canada
 Tel: 416-869-1600 Fax: 416-869-0573



CHARLENE MAY

Page Number : 1 Invoice Nbr : 1000773395
 Guest Number : 3417938
 Folio ID : A
 Arrive Date : 02-JUL-24 16:36
 Depart Date : 05-JUL-24 07:42
 No. Of Guest : 1
 Room Number :
 Marriott Bonvoy Number :

OP8974 - OPSBA AGM CSBA MEETING 2024 M

Copy Tax Invoice

Tax ID : 811721042RT0001

Westin Harbour YYZWI JUL-05-2024 07:50 SDIXI721

Date	Reference	Description	Charges (CAD)	Credits (CAD)
02-JUL-24	RT1617	Room Chrg - Grp - Association	269.00	
02-JUL-24	RT1617	Room HST 13%	34.97	
02-JUL-24	RT1617	Municipal Tax	16.14	
02-JUL-24	RT1617	HST Municipal Tax	2.10	
03-JUL-24	RT1617	Room Chrg - Grp - Association	269.00	
03-JUL-24	RT1617	Room HST 13%	34.97	
03-JUL-24	RT1617	Municipal Tax	16.14	
03-JUL-24	RT1617	HST Municipal Tax	2.10	
04-JUL-24	RT1617	Room Chrg - Grp - Association	269.00	
04-JUL-24	RT1617	Room HST 13%	34.97	
04-JUL-24	RT1617	Municipal Tax	16.14	
04-JUL-24	RT1617	HST Municipal Tax	2.10	
05-JUL-24	MC	Mastercard/Euro/Diners-7295		-966.63

For Authorization Purpose Only

xxxxxx7295

Date	Time	Code	Authorized
02-JUL-24	16:35	002586	968.40

Approve EMV Receipt for MC -

TC:8040ED383C5BDB64

IAD:1410677003020000F5B8000000000000FF TVR:0000008000

Westin Harbour Castle
1 Harbour Square
Toronto, ON M5J 1A6
Canada
Tel: 416-869-1600 Fax: 416-869-0573



CHARLENE MAY

Page Number : 2 Invoice Nbr : 1000773395
Guest Number : 3417938
Folio ID : A
Arrive Date : 02-JUL-24 16:36
Depart Date : 05-JUL-24 07:42
No. Of Guest : 1
Room Number :
Marriott Bonvoy Number :

OP8974 - OPSBA AGM CSBA MEETING 2024 M

AID:A0000000041010 Application Label:Mastercard

** Total	966.63	-966.63
*** Balance	0.00	

Tell us about your stay. www.westin.com/reviews

Signature_____

Bring the Westin experience home. Shop WestinStore.com.

309547 Manisha

CHK 8933

GST 1

JUL05 24 9:21AM

** TO GO **

1 WTR SMART 20oz	3.29
1 BAGEL	2.59
BGL SESAME TOASTED	
CRM CHS	1.00
HERB GARLIC ADD BACON	1.70

SUBTOTAL 8.58

8.58 HST 5% 217101 0.43

8.58 HST 8% 217101 0.69

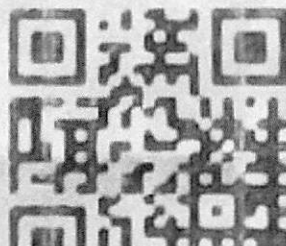
AMOUNT PAID **9.70**

AT005530 XXX7962

MSTRCD CC 9.70

--309547 Closed JUL05 09:22AM--

We value your feedback!
Scan the QR code below to share
your experience!



Cashier: Churchs C

ORDER #: 78

07/02/2024 05:31 PM

Churchs
Chicken

1	3 Tender Combo	11.79	11.79
	+Original		0.00
	+Gravy		0.00
	+Drink		0.00

SUBTOTAL:	11.79
HST (FOOD):	1.53
TOTAL:	13.32

TOTAL AMOUNT 13.32