

expense | monthly tracking report

claimant | Hack, Laura
 position | Trustee
 level | Board of Trustees
 reporting period | March 1 to April 30, 2024
 date of report | Friday, June 7, 2024



**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Alberta Education Minister Mission to Germany	04/22/2024	Alberta Education Minister Mission - Flight from Calgary to Frankfurt, Germany June 6, 2024 Return June 17, 2024	\$1,485.16	travel	BUS airfare/bus/rail
Alberta Education Minister Mission to Germany	04/30/2024	Alberta Education Minister Mission - Flight from Frankfurt to Hamburg, Germany June 12, 2024	\$344.75	travel	BUS airfare/bus/rail
ASBA Honouring Spirit Indigenous Student Awards	04/15/2024	Travel Mileage to Edmonton - Return	\$300.00	travel	BUS mileage
ASBA Honouring Spirit Indigenous Student Awards	04/15/2024	Meal	\$11.66	travel	BUS food/non alcoholic beverage
ASBA Hosted Session with Minister of Education	03/17-18/2024	Travel Mileage to Edmonton - Return	\$300.00	travel	BUS mileage
ASBA Hosted Session with Minister of Education	03/17-18/2024	Hotel Accommodation	\$178.51	travel	BUS accommodation
ASBA Hosted Session with Minister of Education	03/17-18/2024	Meals	\$29.65	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: May 6 2024

Trustee's Name Laura Hack, Chair & 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
Registration/Conference Fees					
Travel Costs					
Airfare	1485.16			1485.16	
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>				1485.16	
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 Signature _____

Payment Authorization _____

Booking Confirmation

Booking reference

Travel booked/ticket issued on: 22 Apr, 2024

[Select Seats](#) >

[eUpgrade](#) >

[Manage my booking](#) \

X

Thank you for choosing Air Canada. Below are your flight details and other useful information

IMPORTANT: Your official itinerary/receipt is attached to this email. You must bring it with you to the airport for your records. Please also take the time to review it as it contains the general conditions of carriage and bookings and air services detailed below, as well as baggage, dangerous goods and other important information

Ensure you are in compliance with the entry requirements of your destination. For the latest information on our health and safety measures visit our [Travel Ready hub](#)

Do you have a moment to help us improve?

How was your experience booking on aircanada.com today?

Passengers

[Cancel](#)

[Continue](#)

Laura Hack

Seats

YYC-FRA -

HAM-FRA -

FRA-YYC -

Depart • Thu 6 Jun, 2024

Economy - Basic

Calgary YYC

13:15

Calgary Int.

Frankfurt FRA

06:55 +1 day

Frankfurt Int.

 AC


9hr 40m

Cabin : Economy Class (K)

Operated by DISCOVER AIRLINES

Airbus A330-300

Refreshments, Meal

 Flight This is a codeshare flight with United Express/Skywest Airlines. For information on their rules and policies (for example regarding baggage allowance and fees), please visit <http://www.united.com>.

Return • Mon 17 Jun, 2024

Economy - Basic

Hamburg HAM

07:30

Hamburg

Frankfurt FRA

08:40

Frankfurt Int.

 LH


1hr 10m

Cabin : Economy Class (S)

Operated by Lufthansa

Airbus A320

Refreshments

 Flight This is a codeshare flight with Lufthansa. For information on their rules and policies (for example regarding baggage allowance and fees), please visit <http://www.lufthansa.com>.

Frankfurt FRA

09:45

Frankfurt Int.

Calgary YYC

11:30

Calgary Int.

 AC


9hr 45m

Cabin : Economy Class (S)

Operated by DISCOVER AIRLINES

Airbus A330-300

Refreshments, Meal

 Flight This is a codeshare flight with United Express/Skywest Airlines. For information on their rules and policies (for example regarding baggage allowance and fees), please visit <http://www.united.com>.

Purchase summary

CA \$1485.16

For 1 Adult

Flights

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

Amount paid: CA \$1485.16

Full details can be found in your attached Itinerary/Receipt.

Air transportation charges

Base fare - Adult **\$497.48**

Carrier surcharges - Canada **\$754.52**

Taxes, fees and charges

Air Travellers Security Charge - Canada **\$25.91**

Goods and Services Tax - Canada - 100092287
RT0001 **\$1.75**

Airport Improvement Fee - Canada	\$35.00
Airport Security Charge - Germany	\$11.20
Air Transport Tax - Germany	\$104.00
International Passenger Service Tax - Germany	\$37.60
Domestic Passenger Service Tax - Germany	\$17.70
<hr/>	
Grand total - Canadian dollars	\$1,485.16

Baggage allowance

Carry-on baggage

If your itinerary includes a codeshare flight or a flight operated by another airline, you will be subject to the carry-on baggage rules of the [other airline](#).

Checked baggage

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

Calgary(YYC)-Frankfurt(FRA)



1st bag
CA \$75.00
Including taxes



2nd bag
CA \$100.00
Including taxes

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

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

Hamburg(HAM)-Calgary(YYC)



1st bag
CA \$75.00
Including taxes



2nd bag
CA \$100.00
Including taxes

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

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

* For travel within Canada or between Canada and the United States, a Canadian tax of \$3.00 CAD may apply to baggage fees. For travel between Canada or the United States and Mexico, the Dominican Republic and Barbados, an applicable local sales tax of \$4.00 CAD may apply to baggage fees. For all other itineraries to/from Mexico, the Dominican Republic and Barbados as well as itineraries to/from South America, an applicable local sales tax of \$21.00 CAD may apply to baggage fees. All above tax amounts are based on the maximum applicable tax amounts per itinerary type. Actual amounts may vary and will be charged in the currency used in your departure airport. Tax amounts are subject to change without notice by local government.

Note: If you **exceed your baggage allowance** (in number, size and/or weight), additional checked baggage charges will apply. The policy and fees will be those of the carrier identified in the checked baggage information section.

- View [Air Canada's additional checked baggage policy](#).

- View the [additional checked baggage policy of Air Canada's codeshare and interline partners](#).

Currency

Fee amounts are displayed in the currency of the point of sale you have selected. On the day of travel, applicable fees will be assessed in the local currency of the country/region you are travelling from. Certain exceptions may apply where the departure airport does not charge in local currency. The currency exchange rate will be determined by the date of travel.

Stopovers

Checked baggage fees may be reassessed when itineraries include an enroute stopover of more than 24 hours.

Mobility aids

Air Canada waives its limits of liability for substantiated claims for loss, damage or delay of mobility aids, when such items have been accepted as checked baggage. For more information, please consult our [accessibility services hub](#) and our [conditions of carriage and tariffs](#)

Changes and cancellations

Please notify us immediately if you do not plan on taking your scheduled flight(s). If you are unable to change or cancel your booking online, you can reach Air Canada Reservations at 1-888-247-2262 (view [international and other numbers](#)). If you do not show up for your flight, the rest of your itinerary will automatically be cancelled.

Air Passenger Protection Regulations Notice:

If you are denied boarding, your flight is cancelled or delayed for at least three hours, or your baggage is lost or damaged, you may be entitled to certain standards of treatment and compensation under the Air Passenger Protection Regulation. For more information about your passenger rights please contact your air carrier or visit the Canadian Transportation Agency's website.

General terms and conditions pertaining to flight delays, cancellations, denied boarding, seating of children and lost or damaged baggage can be found in Air Canada's [General Conditions of Carriage and Tariffs](#).



Canada, U.S.: 1 (888) 247-2262
[Other numbers](#)



AIR CANADA

A STAR ALLIANCE MEMBER
MEMBRE DU RÉSEAU STAR ALLIANCE



Air Canada applies travel document and animal entry and exit requirements contained in IATA's Travel Information Manual, available on the [IATA Travel Centre website](#).

To ensure delivery to your inbox, please add confirmation@aircanada.ca to your address book's safe sender list. This service email was sent to you because you purchased an Air Canada flight. It provides important flight information that must be communicated to you. This service email is not a promotional email. Please do not reply to this email as this inbox is not monitored. If you have questions, please visit aircanada.com.

Your privacy is important to us. To learn how Air Canada collects, uses and protects the personal information you provide, please view our [Privacy Policy](#).

Air Canada, P.O. Box 64239, RPO Thomcliffe, Calgary Alberta - T2K 6J7



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 6, 2024

Trustee's Name Laura Hack, Chair & Trustee Wards 3 & 4

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

Departure and Return Date June 12, 2024

Destination: Frankfurt to Hamburg, 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
Registration/Conference Fees					
Travel Costs					
Airfare	344.75			344.75	
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>				344.75	
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.

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Claimant's signature

Payment Authorization

Confirmation

Your booking is confirmed!

A confirmation email has been sent to check your spam or junk mail folder.

If you have not received the email, please

Your booking reference is

Your Itinerary

Frankfurt to Hamburg

Wednesday, 12 June 2024

Confirmed

09:00

FRA

0 stops

10:05

HAM

Economy Classic

Total price flight: CAD **344.75**



Upgrade

Upgrade your flight to a higher cabin from CAD 105.55

Passenger

 ✓ Laura Hack

Adult

Extra services



Baggage

from CAD 82.93



Frankfurt to
Hamburg

1 carry-on bag,
1 checked bag

Seats

Select your preferred seats now.

From CAD 0.00



✓ Frankfurt to
Hamburg

1/1 seat selected
1 seat | Included in fare



You decided to pay in a different currency. This excludes the usage of the Cash&Miles option as well as buying an insurance. Should you prefer to redeem your miles partially or in full for this flight or buy an insurance - then please change the currency setting to the default.





Fly more sustainably

More sustainable flying by the use of sustainable aviation fuels (SAF) and contribution to high-quality climate protection projects

from CAD 1.97

Total price: CAD 344.75



Lufthansa

Passenger / Itinerary Receipt

HACK, LAURA Mrs
Travel data for / Reisedaten für

Booking reference / Buchungscode

220
Ticket number / Ticketnummer

LH8*
Flight / Flug

12JUN24
Date / Datum

09:00
Departure / Abflug

Frankfurt/FRA
From / von



Hamburg/HAM
To / nach

Confirmed
Status / Status

V
Class / Klasse

*operated by / operated by

1PC
Baggage Allowance / Freigeäck

VDECLSG9
Fare Basis / Fare Basis

12JUN24
Not valid before / Nicht gültig vor

12JUN24
Not valid after / Nicht gültig nach

Payment details / Zahlungsinformationen

EUR 192.12
Net / Netto¹

EUR 36.51
VAT / USt² 19.00%

EUR 228.63
Gross / Brutto

CCVI
Form of Payment / Bezahlung

FARE RESTRICTION MAY APPLY
Endorsements / Restrictions / Zusatzvermerke / Einschränkungen

Tour Code / Tour Code

PK Number / PK Nummer

Validating data / Ausstellungsdaten

LUFTHANSA
Issued by / Ausgestellt durch

Issued in Exchange for / Originaldokument

Original issue / Original Ticket

01MAY24
Date of issue / Ausstellungsdatum

FRANKFURT GERMANY
Place of issue / Ausstellungsort

23494332
Issuing Office / Ausstellendes Büro

¹The net amount is calculated by reduction of the 6A amount. The amount shown with 6A confirms your payment only. The amount shown with 6B (below chapter Passenger Information) is being used for purchase of sustainable fuel (after reduction of applicable taxes and administrative fees).

¹Der Nettobetrag ergibt sich nach Abzug des Betrags unter 6A. Hinsichtlich des Betrages unter 6A handelt es sich hier lediglich um eine Zahlungsbestätigung. Der Betrag unter 6B (siehe Passenger Information) stellt den Betrag dar, welcher in den Einkauf von sustainable fuel (nach Abzug von ggfs. anfallenden Steuern und internen Gebühren) investiert wird.

²Amounts paid by voucher are not compensation in regard to VAT.

²Beträge, für die Voucher verwendet wurden, zählen nicht zum umsatzsteuerlichen Entgelt.



Lufthansa

Passenger Information / Additional Information

220

Ticket number / Ticketnummer

Fare details / Preisberechnung

EUR 123.00

Fare / Tarif

EUR 30.00

National / International Charge / Nationaler / Internationaler Zuschlag

EUR 11.90DE EUR 18.48OY EUR 0.08RD EUR 38.62RD

Taxes and Fees / Steuern und Gebühren

EUR 222.08

Total / Total

EUR 6.55

Airline Service Fees / Airline Service Fees

EUR 228.63

Grand Total / Gesamtbetrag

Further information / Weitere Informationen

Click here to view baggage information → www.lufthansa.com/us/en/Free-baggage-rules

Gepäckinformationen finden Sie hier → <https://www.lufthansa.com/de/de/Freigepaeck-Regeln>

Check-in information can be found here → www.lufthansa.com/us/en/check-in-information

Informationen zum Check-in finden Sie hier → www.lufthansa.com/de/de/Check-in-Annahmeschlusszeiten

Click here to find information on the fare → www.lufthansa.com/online/portal/lh/us/my_account/mybookings

Informationen zu Tarifen finden Sie hier → www.lufthansa.com/online/portal/lh/de/my_account/mybookings

Click here for Lufthansa data security information → [Data protection](#)

Lufthansa Datenschutzinformationen finden sie hier → www.lufthansa.com/de/de/datenschutz

In case you have further questions, please contact your ticket issuing office.

Haben Sie weitere Fragen? Bitte wenden Sie sich an Ihr ticketaustellendes Büro.



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 16, 2024

Trustee's Name Laura Hack Chair & Trustee Wards 3 & 4

Purpose of Trip / Name of Conference: 2024 Honouring Spirit Indigenous Student Award

Departure and Return Date April 15, 2024 - April 15, 2024 Destination: Edmonton, Alberta

Table with 6 columns: Description of Expenses, Total Cost, Exchange Rate, Amount Paid by CBE, Amount Paid By Claimant, and Alias to be Charged. Rows include Registration/Conference Fees, Travel Costs (Airfare, Insurance, Rail/Bus, Taxi, Personal Vehicle, Parking), Accommodation, Telecommunication Charges, Meals, and a TOTAL COST OF TRIP row.

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

St. Croix, Grace M

From: Hack, Laura A
Sent: Monday, April 15, 2024 5:01 PM
To: St. Croix, Grace M
Subject: Receipt -April 15th

Hi Grace,

Along with my milage to and from Edmonton today for the Honouring Spirit Award Ceremony- hosted by ASBA and the Lieutenant Governor of Alberta, I will just be claiming breakfast(see photo below) as lunch was served at the event. Please let me know if you need the invitation to the event or any further details.

Laura Hack

Receipt

Apr 15, 2024, 9:12 AM

Receipt #694135



Vanilla Sweet Cream
Cold Brew \$5.65

Vanilla 209 ml
200 Calories



Spinach, Feta and
Cage Free Egg White
Wrap \$5.45

1 Piece 127 g
290 Calories

Subtotal \$11.10

GST 5% \$0.56

Total \$11.66

South Park
3906 Gateway Blvd
South Park





Kilometre Travel Log

Directions: Complete this form to track kilometres travelled. To receive payment, please enter the total weekly kilometres into your timesheet in PeopleSoft, then submit a hardcopy of the Kilometre Travel Log form to your Manager or Principal. You may wish to retain a copy for your own records.

Section 1: Your Employee Information *To be completed by Employee*

Employee ID:* _____ **First Name:*** Laura **Last Name:*** Hack, Chair & Trustee Wards 3 & 4

Section 2: Trip Details: *To be completed by Employee* Record the date, purpose, beginning and ending locations, and distance of each trip on a separate row.

Date DD-MM-YY	Purpose for Trip	Trip Starts From	Trip Ends At	Distance in km
15-04-24	Indigenous Student Award	Calgary	Edmonton	300
15-04-24		Edmonton	Calgary	300
	Alias:			

The total weekly km must be entered into the timesheet in PeopleSoft. Total Kilometres 600

Section 3: *To be completed by Employee and Approver* The approver must create a PDF copy of the completed Travel Log and send to: cbeincoming@westcanadian.com

Employee Signature:*		Time Approver Name:*	Patricia Minor 
Employee Phone:*	403-817-7926	Time Approver Signature:*	

St. Croix, Grace M

Subject: Edmonton- ASBA award ceremony
Location: Queen Elizabeth II Building, 9820 107 St NW, Edmonton, AB T5K 1E7
Start: Mon 4/15/2024 12:00 AM
End: Tue 4/16/2024 12:00 AM
Recurrence: (none)
Organizer: Hack, Laura A
Categories: Elected Officials

ATTENTION: This message came from outside of the CBE and could be Spam or Phishing.

Do not click links or open attachments unless you recognize the sender and you are certain that the content is safe. [\[Learn More\]](#)

Forward suspicious messages to phishing@cbe.ab.ca.

This message is sent on behalf of Dr. Vivian Abboud, Chief Executive Officer, Alberta School Boards Association.

Dear Chair Laura;

We are pleased to inform you that the 12 recipients of the 2024 Honouring Spirit: Indigenous Student Award have been selected. Below, please find recipient's name from your school board. We ask that you please keep this information confidential, as it is embargoed until the award celebration on April 15, 2024.

Recipient: E z – Catherine Nichols Gunn School, grade 6, 4-6 category

Provincial award celebration

This award celebrates exceptional students nominated by members of their education communities, based on their exemplary leadership, honour, courage, and commitment to their cultures and education paths. In recognition of the outstanding recipients across Alberta, an award ceremony will be held to honour their achievements.

Please find below details for the award celebration; we invite Board Chairs (or their designate) of recipients to attend.

Date: Monday, April 15, 2024

Location: Queen Elizabeth II Building, 9820 107 St NW, Edmonton, AB T5K 1E7

Ceremony: 10:15 a.m.

Reception: 11:00 a.m.

Recipients will be presented with an award certificate (signed by ASBA's President and a member of our Indigenous Advisory Council), a letter of congratulations from ASBA's President, a hand-crafted Star Blanket and a one-time scholarship from award sponsor, [Keyera](#).

Local award celebration

School boards are encouraged to host a local ceremony to recognize all recipients, honourable mentions and nominated students. After the provincial award ceremony, you will receive:

- List of recipients, honourable mentions and nominated students from your board;
- Honourable mention Letter signed by ASBA's President

- And, an honourable mention Certificate signed by ASBA's President and a member of our Indigenous Advisory Council.

Thank you again for helping ASBA celebrate the spirit of the outstanding Indigenous students in your board, and for your support of these awards.

If you have any questions, please do not hesitate to contact me at 780-451-7100 or email reception@asba.ab.ca

Warm regards,

Heather

Heather Mosher
Corporate Receptionist
Suite 1200, 9925 109 Street
Edmonton, Alberta T5K 2J8
P 780.451.7100

ASBA respectfully acknowledges that we are situated on ᑭᑦᑲᑦᑲᑦᑲᑦᑲᑦᑲᑦ (amiskwachiwáskahikan) in Treaty 6, the ancestral and traditional territory of the Cree, Dene, Blackfoot, Saulteaux, Nakota Sioux, as well as the Métis. We acknowledge the many First Nations, Métis and Inuit whose footsteps have marked these lands for generations. This message and any other documents attached thereto, is intended for the addressee and may contain privileged or confidential information. Any unauthorized disclosure is strictly prohibited. If you have received the message in error, please notify us by reply e-mail so we may correct our internal records. Please then permanently delete the original message and your reply.





**Calgary Board
of Education**

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: March 20, 2024

Trustee's Name Laura Hack, Chair & Trustee Wards 3 & 4

Purpose of Trip / Name of Conference: ASBA Hosted Session with Education Minister

Departure and Return Date Mar. 17-18, 2024

Destination: Edmonton, 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
Registration/Conference Fees					
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					
<u>1 Nights @ \$ 178.51</u> (Single Rate)	178.51			178.51	
Telecommunication Charges (Internet, Phone calls)					
Meals – Receipts required (Including tips, excluding meals covered by Conference or Others)					
1 Breakfast(s) (Maximum \$12.00 each)					
1 Lunch(es) (Maximum \$17.00 each)	3.65			3.65	
1 Dinner(s) (Maximum \$26.00 each)	26.00			26.00	
Other – Provide Details					
TOTAL COST OF TRIP	508.16		300.00		
AMOUNT DUE TO CLAIMANT				208.16	
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



Kilometre Travel Log

Directions: Complete this form to track kilometres travelled. To receive payment, please enter the total weekly kilometres into your timesheet in PeopleSoft, and then submit a hardcopy of the Kilometre Travel Log form to your Manager or Principal. You may wish to retain a copy for your own records. **Subs and Casuals:** Refer to [Substitute Teacher/Casual Employee Travel Log](#)

Section 1: Your Employee Information *To be completed by Employee*

Employee ID:*		First Name:*	Laura	Last Name:*	Hack, Chair & Trustee
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Section 2: Trip Details: *To be completed by Employee*

Record the date, purpose, beginning and ending locations, and distance of each trip on a separate row.

Date DD-MM-YY	Purpose for Trip	Trip Starts From	Trip Ends At	Distance in km
17-Mar-2024	ASBA hosted mtg w Minister	Calgary	Edmonton	300
18-Mar-2024	of Education	Edmonton	Calgary	300

The total weekly km must be entered into the timesheet in PeopleSoft. **Total Kilometres** 600

PeopleSoft Time Approver

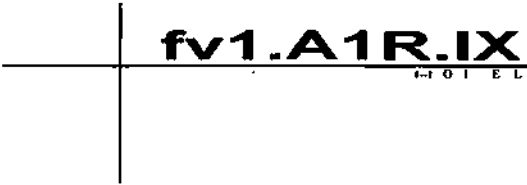
Combo Code entered into PeopleSoft

Section 3: *To be completed by Employee and Approver*

The approver must create a PDF copy of the completed Travel Log and send to: cbeincoming@wcdconnect.com

Employee Signature:*		Time Approver Name:*	Patricia Minor
Employee Phone:*	(403) 817-7926	Time Approver Signature:*	
Date DD-MM-YY:*	20/03/24	Time Approver Phone:*	(403) 817-7924
		Date DD-MM-YY:*	20/03/24

Personal information is collected under the authority of Alberta's Freedom of Information and Protection of Privacy Act (FOIP). This information will be used for the management of personnel and for the delivery of Human Resources programs at the Calgary Board of Education. It will be treated in accordance with the privacy protection provisions of FOIP. If you have any questions about this collection of personal information, please contact a HR Employee Contact Centre Representative at 403-817-7333 to direct your question.



Miss Laura Hack
 1221 ST St
 Calgary AB p2r014
 Canada

INFORMATION INVOICE

Room No.
 Arrival : 03-17-24
 Departure : 03-18-24
 Page No. 1 of 1
 Folio No. 126446
 Conf. No. 3416
 Cashier No. 1099
 Custom Ref.

Company Name : Alberta School Boards Association
 Group Name : Asba
 Guest Name

Date	Description	Charges	Credits
03-17-24	Room Revenue	159.00	
03-17-24	Destination Marketing Fee	4.77	
03-17-24	Room GST	8.19	
03-17-24	Tourism Levy	6.55	
03-18-24	Visa XXXXXXXXXXXXX5 XX/XX		178.51
Total Charges		178.51	
Total Credits			178.51
Balance			0.00

Merchant ID		Credit Card#	XXXXXXXXXXXX
Transaction ID	2854	Credit Card Expiry	XX/XX
Approval Code	013697	Capture Method	Manual
Approval Amount	178.51	Transaction Amount	178.51

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.

Matrix Hotel, 10640 100 Ave NW | Edmonton, AB T5J 3N8
 Reservations: (866) 465-8150 | Telephone: (780) 429-2861 | Fax: (780) 420-4962
 Email: info@matrixedmonton.com
 www.matrixedmonton.com

casrco

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Red Deer #164
16! Leva Ave
Red Deer, AB T4E 0A5



Order Number:
153

1276,H7 CHEESE SLICE 2.59 G
30476 POP 0.89 G
TAX 0.17
**** TOTAL ██████████ W

XXXXXXXXXX)(X8811

ACCT:
REFERENCE t: 00100
AUTH #: 24i'5E 2024/03/18 16:47:48
Invoice Number: 23Ei031
Purchase - PC MasterCard
A0000000041010
0000008000 EBOO

01 APPROVED - THANK YOU 027
AMOUNT: \$3.65

IMPORTANT - retain this copy,
for 'dollar records
CUSTOMER COPY

MasterCard 3.65
CHANGE 0.00

G GST 5% 0.17
TOTAL NUMBER OF ITEMS SOLD - 2
- 11 10 6 6: 16:47:49 164 235 90 735

Concession 235-153

OP#: 735 Name: Kiosk User 735

G • GST P • PST
GST #121476329RT

Codie Noodle Downtown

10842 Jasper Avenue March 17, 2024
NW 6:30 p.m.
EDMONTON, AB Ralph
T5J2B2
(780) 756-6637
www.oodlenoodle.ca

Receipt: H7eD
Authorization: 01650E
GST # 855796116RT0001

AID AO 00 00 00 04 10 10

Vietnamese Spring Rolls \$7.95
5 Pieces (\$3.50), No Sauce
Kung Pao \$13.90
Medium, House Thin Noodles
(Recommended), Beef (\$3.95)
03 Coke Zero (500 ml) \$2.85
\$Bottle Deposit (\$0.10)

Subtotal \$24.70
GST (5%) \$1.24
Tip \$3.89

Total \$29.83
(Contactless) \$29.83

Oodle Noodle Loves You!

St. Croix, Grace M

From: St. Croix, Grace M
Sent: Tuesday, May 7, 2024 9:52 AM
To: St. Croix, Grace M
Subject: FW: [EXTERNAL] Registration Confirmation Hybrid working session with Board Chairs

-----Original Message-----

From: ASBA Events <asba@claroevent.ca>
Sent: Thursday, March 7, 2024 11:17 AM
To: St. Croix, Grace M <gmstcroix@cbe.ab.ca>
Subject: [EXTERNAL] Registration Confirmation Hybrid working session with Board Chairs

ATTENTION: This message came from outside of the CBE and could be Spam or Phishing.

Dear Laura Hack,

You have been registered by to attend the Hybrid working session with Board Chairs.

Please review the registration details below to ensure the accuracy of the informtion.

Delegate

First Name Laura
Last Name Hack
Title Board Chair
School Board/Organization Calgary Board of Education
Mobile Phone 403-614-4813
Email laahack@cbe.ab.ca
Food Allergies/Dietary

Attending Event in person
Registration [\$0.00]

Registration Subtotal : \$0.00

Questions? Contact Noreen Pownall at events@asba.ab.ca.

Contact support@clarovote.zohodesk.com for technical support.