

# expense | monthly tracking report

claimant | Bolger, Patricia  
position | Trustee  
level | Board of Trustees  
reporting period | November 1 to December 31, 2024  
date of report | Friday, January 31, 2025



**Calgary Board  
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
ASBA Fall General Meeting	11/17-19/2024	ASBA FGM Registration Fee	\$735.00	working session	conferences & workshops
ASBA Fall General Meeting	11/17-19/2024	ASBA FGM Mileage	\$300.00	travel	BUS mileage
ASBA Fall General Meeting	11/17-19/2024	ASBA FGM Accommodation	\$453.06	travel	BUS accommodation
ASBA Fall General Meeting	11/17-19/2024	ASBA FGM Meal	\$26.00	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: Nov 26, 2024

Trustee's Name Patricia Bolger, Chair & Trustee Wards 6 & 7

Purpose of Trip / Name of Conference: ASBA Fall General Meeting

Departure and Return Date Nov 17 - 19, 2024 Destination: Edmonton, Alberta

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	735.00		735.00		
<b>Travel Costs</b>					
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					
<b>Accommodation</b>					
2 Nights @ \$ 226.53 (Single Rate)	453.06			453.06	
<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)					
1 Dinner(s) (Maximum \$26.00 each)	26.00			26.00	
<b>Other – Provide Details</b>					
<b>TOTAL COST OF TRIP</b>	1514.06				
<b>AMOUNT DUE TO CLAIMANT / &lt;CBE&gt;</b>				479.06	
<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 attachments to ensure that confidential information has been removed or redacted. I certify that the above claim is correct.

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

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

Alberta School Boards Association  
Fall General Meeting  
November 17-19, 2024

School Board	Acctg Code	First Name	Last Name	Alias Code	Reg Type	Reg Fee
Calgary Board of Education	cal02	Patricia	Bolger		in-person	\$700.00
Calgary Board of Education	cal02	Nancy	Close		in-person	\$700.00
Calgary Board of Education	cal02	Laura	Hack		in-person	\$700.00
Calgary Board of Education	cal02	Charlene	May		in-person	\$700.00
Calgary Board of Education	cal02	Susan	Vukadinovic		in-person	\$700.00
<b>Calgary Board of Education Total</b>						<b>\$3,500.00</b>

$$700.00 + 35.00 \text{ GST} = \$735.00$$

**ALBERTA SCHOOL BOARDS  
ASSOCIATION**

Suite 1200, 9925 - 109 Street  
Edmonton AB T5K 2J8  
7804517129  
finance@asba.ab.ca  
asba.ab.ca  
GST Registration No.: 106694268RT0001



**INVOICE**

**BILL TO**  
Calgary Board of Education  
1221 - 8 Street SW  
Calgary AB T2R 0L4

**INVOICE** 2024038a  
**DATE** 11/27/2024  
**TERMS** Net 30  
**DUE DATE** 12/27/2024

DATE	ACTIVITY	DESCRIPTION	TAX	QTY	AMOUNT
11/27/2024	000-51000-10	Registration as attached - ASBA Fall General Meeting	G		3,500.00

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SUBTOTAL	3,500.00
GST @ 5%	175.00
<b>TOTAL</b>	<b>3,675.00</b>

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**BALANCE DUE CAD 3,675.00**

**TAX SUMMARY**

	RATE	TAX	NET
	GST @ 5%	175.00	3,500.00

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  
Page 1 of 1



The Westin Edmonton  
 10135 100 St  
 Edmonton, AB T5J 0N7  
 Canada  
 Tel: 780-426-3636 Fax: 780-428-1454

# WESTIN®

HOTELS & RESORTS

PATRICIA BOLGER  
 AS5722 - ASBA Board Of Directors

Page Number : 1 Invoice Nbr : 1000379802  
 Guest Number : 1587084  
 Folio ID : A  
 Arrive Date : 17-NOV-24 16:30  
 Depart Date : 19-NOV-24 12:01  
 No. Of Guest : 1  
 Room Number : 2017  
 Marriott Bonvoy Number : 8128

Information Invoice

Tax ID : 777689332RT0001  
 The Westin Edm YEGWI NOV-19-2024 04:10 9999

Date	Reference	Description	Charges (CAD)	Credits (CAD)
17-NOV-24	RT2017	Room Chrg - Grp - Association	184.00	
17-NOV-24	RT2017	GST	9.48	
17-NOV-24	RT2017	DMF	5.52	
17-NOV-24	RT2017	Tour Levy	7.58	
17-NOV-24	RT2017	Parking Self	19.00	
17-NOV-24	RT2017	GST	0.95	
18-NOV-24	8139	Share Restaurant	34.40	
18-NOV-24	RT2017	Room Chrg - Grp - Association	184.00	
18-NOV-24	RT2017	GST	9.48	
18-NOV-24	RT2017	DMF	5.52	
18-NOV-24	RT2017	Tour Levy	7.58	
18-NOV-24	RT2017	Parking Self	19.00	
18-NOV-24	RT2017	GST	0.95	
NOV-19-2024	AX			-487.46

*Max claim 26.00*

Approve EMV Receipt for AX - 1004: PIN Verified  
 TC:ED1D77AB89EFF7FD IAD:0664010364A002 TVR:0000008000  
 AID:A000000025010801 Application Label:AMERICAN EXPRESS

\*\* Total 487.46 -487.46  
 \*\*\* Balance 0.00

Continued on the next page

The Westin Edmonton  
 10135 100 St  
 Edmonton, AB T5J 0N7  
 Canada  
 Tel: 780-426-3636 Fax: 780-428-1454



PATRICIA BOLGER  
 ASS722 - ASBA Board Of Directors

Page Number : 2 Invoice Nbr : 1000379802  
 Guest Number : 1587084  
 Folio ID : A  
 Arrive Date : 17-NOV-24 16:30  
 Depart Date : 19-NOV-24 12:01  
 No. Of Guest : 1  
 Room Number : 2017  
 Marriott Bonvoy Number : 8128

For your convenience, we have prepared this zero-balance folio indicating a \$0 balance on your account. Please be advised that any charges not reflected on this folio will be charged to the credit card on file with the hotel. While this folio reflects a \$0 balance, your credit card may not be charged until after your departure. You are ultimately responsible for paying all of your folio charges in full.

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EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room	GST	Tour Levy	Food/Bev	Phone	Other	Total	Payment
11-17-2024	184.00	9.48	7.58	0.00	0.00	25.47	226.53	0.00
11-18-2024	184.00	9.48	7.58	34.40	0.00	25.47	260.93	0.00
<b>Total</b>	<b>368.00</b>	<b>18.96</b>	<b>15.16</b>	<b>34.40</b>	<b>0.00</b>	<b>50.94</b>	<b>487.46</b>	<b>0.00</b>

Bring the Westin experience home. Shop [WestinStore.com](http://WestinStore.com).

## St. Croix, Grace M

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**From:** Merlo, Stephan <Stephan.Merlo@westin.com>  
**Sent:** Tuesday, November 26, 2024 11:20 AM  
**To:** St. Croix, Grace M  
**Subject:** [EXTERNAL] The Westin Edmonton Itemized receipt.

**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](mailto:phishing@cbe.ab.ca).

Hi Patricia,

Please find the itemized Share bill requested below.

Be well!

Share Restaurant  
Westin Edmonton  
10135 100 St NW  
Edmonton, AB T5J 0N7  
(780) 426-3636  
GST#861336493RT0005

910790180 Sam 1

-----

CHK 8139 TBL 43/6 GST 1  
18 Nov'24 20:34 PM

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1 Panko Shrimp	28.00
Subtotal	\$28.00
Service Charge	\$5.00
GST	\$1.40
Payment \$34.40	
Charged Tip Only	\$5.00
Roomposting	\$34.40
BOLGER, PATRICIA	
----- Check Closed -----	
18 Nov'24 23:20 PM	

*CBE  
Maximum Meal  
Claim is  
\$26.00*

## Stephan Merlo

Senior Operations Manager Food and Beverage

### THE WESTIN EDMONTON

10135 100 Street NW  
Edmonton, AB T5J 0N7  
Canada  
[thewestinedmonton.com](http://thewestinedmonton.com)

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