

# expense | monthly tracking report

claimant | Close, Nancy  
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 Accommodation	\$480.52	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 Nancy Close Vice Chair & Trustee Wards 11 & 13

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      Km @ 50¢/Km (submit via PeopleSoft)					
Parking – at Destination					
<b>Accommodation</b>					
2 Nights @ \$ 240.26 (Single Rate)	480.52		480.52		
<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>	1241.52				
<b>AMOUNT DUE TO CLAIMANT / &lt;CBE&gt;</b>				26.00	
<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

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

**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



NANCY CLOSE  
 XXX  
 XXX, NE, 11111  
 United States Of America

Page Number : 1 Invoice Nbr : 1000379621  
 Guest Number : 1571191  
 Folio ID : A  
 Arrive Date : 17-NOV-24 16:28  
 Depart Date : 19-NOV-24 07:08  
 No. Of Guest : 1  
 Room Number : 1301  
 Marriott Bonvoy Number :

Copy Tax Invoice

Tax ID : 777689332RT0001  
 The Westin Edm YEGWI NOV-19-2024 07:10 PMSAK636

Date	Reference	Description	Charges (CAD)	Credits (CAD)
17-NOV-24	RT1301	Room Chrg - Govt./Military	214.00	
17-NOV-24	RT1301	GST	11.02	
17-NOV-24	RT1301	DMF	6.42	
17-NOV-24	RT1301	Tour Levy	8.82	
18-NOV-24	RT1301	Room Chrg - Govt./Military	214.00	
18-NOV-24	RT1301	GST	11.02	
18-NOV-24	RT1301	DMF	6.42	
18-NOV-24	RT1301	Tour Levy	8.82	
19-NOV-24	MC	Mastercard-9531		-480.52
** Total			480.52	-480.52
*** Balance			0.00	

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Continued on the next page

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



NANCY CLOSE  
 XXX  
 XXX, NE, 11111  
 United States Of America

Page Number : 2 Invoice Nbr : 1000379621  
 Guest Number : 1571191  
 Folio ID : A  
 Arrive Date : 17-NOV-24 16:28  
 Depart Date : 19-NOV-24 07:08  
 No. Of Guest : 1  
 Room Number : 1301  
 Marriott Bonvoy Number :

EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room	GST	Tour Levy	Food\Bev	Phone	Other	Total	Payment
11-17-2024	214.00	11.02	8.82	0.00	0.00	6.42	240.26	0.00
11-18-2024	214.00	11.02	8.82	0.00	0.00	6.42	240.26	0.00
11-19-2024	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-480.52
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Total	428.00	22.04	17.64	0.00	0.00	12.84	480.52	-480.52

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W. Close

WESTIN EDMONTON BANQUETS  
10135 100TH STREET  
EDMONTON, AB. T5J 0N7  
780-426-3636

**DEBIT SALE**

Server #: 000015 Sam

REF#: 00000023

Batch #: 007 RRN: 990055121118

11/18/24 20:40:12

APPR CODE: 009625

Trace: 23

DEBIT/DEFAULT Proximity  
\*\*\*\*\*3230

**AMOUNT \$29.40**  
**TIP \$5.29**  
**TOTAL \$34.69**

APPROVED - 00

INTERAC

AID: A0000002771010

TVR: 80 00 00 80 00

*Max to claim 26.00*

THANK YOU / MERCI

CUSTOMER COPY

W. Close

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

910790180 Sam

CHK 8137

18 Nov'24 20:34 PM

TBL 43/4

1 Panko Shrimp 28.00

Subtotal \$28.00

GST \$1.40

**Total Due \$29.40**

GRATUITY: \_\_\_\_\_

TOTAL: \_\_\_\_\_

ROOM #: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_