

expense | monthly tracking report

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



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	11/17-19/2025	ASBA FGM Accommodation	\$480.52	travel	BUS accommodation
ASBA Fall General Meeting	11/17-19/2024	ASBA FGM Parking	\$79.80	travel	BUS general



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 Laura Hack Trustee Wards 3 & 4

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		
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	79.80		79.80		
Accommodation					
2 Nights @ \$ 240.26 (Single Rate)	480.52		480.52		
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	1595.32				
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.

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
Calgary Board of Education Total						\$3,500.00

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

**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
TOTAL	3,675.00

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



LAURA HACK
 XXX
 XXX, NE, 11111
 United States Of America

Page Number : 1 Invoice Nbr : 1000379620
 Guest Number : 1571187
 Folio ID : D
 Arrive Date : 17-NOV-24 15:43
 Depart Date : 19-NOV-24 10:48
 No. Of Guest : 1
 Room Number : 1416
 Marriott Bonvoy Number :

Copy Tax Invoice

Tax ID : 777689332RT0001
 The Westin Edm YEGWI NOV-26-2024 11:03 JGARC008

Date	Reference	Description	Charges (CAD)	Credits (CAD)
17-NOV-24	RT1416	Parking Self	38.00	
17-NOV-24	RT1416	GST	1.90	
18-NOV-24	RT1416	Parking Self	38.00	
18-NOV-24	RT1416	GST	1.90	
20-NOV-24	MC	Mastercard-9531		-79.80
** Total			79.80	-79.80
*** Balance			0.00	

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



LAURA HACK
 XXX
 XXX, NE, 11111
 United States Of America

Page Number : 2 Invoice Nbr : 1000379620
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 Folio ID : D
 Arrive Date : 17-NOV-24 15:43
 Depart Date : 19-NOV-24 10:48
 No. Of Guest : 1
 Room Number : 1416
 Marriott Bonvoy Number :

EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room	GST	Tour Levy	Food\Bev	Phone	Other	Total	Payment
11-17-2024	0.00	0.00	0.00	0.00	0.00	39.90	39.90	0.00
11-18-2024	0.00	0.00	0.00	0.00	0.00	39.90	39.90	0.00
11-20-2024	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-79.80
	-----	-----	-----	-----	-----	-----	-----	-----
Total	0.00	0.00	0.00	0.00	0.00	79.80	79.80	-79.80

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 Edmonton, AB T5J 0N7
 Canada
 Tel: 780-426-3636 Fax: 780-428-1454



LAURA HACK
 XXX
 XXX, NE, 11111
 United States Of America

Page Number : 1 Invoice Nbr : 1000379619
 Guest Number : 1571187
 Folio ID : A
 Arrive Date : 17-NOV-24 15:43
 Depart Date : 19-NOV-24 10:48
 No. Of Guest : 1
 Room Number : 1416
 Marriott Bonvoy Number :

Copy Tax Invoice

Tax ID : 777689332RT0001
 The Westin Edm YEGWI NOV-19-2024 10:50 BSMOL657

Date	Reference	Description	Charges (CAD)	Credits (CAD)
17-NOV-24	RT1416	Room Chrg - Govt./Military	214.00	
17-NOV-24	RT1416	GST	11.02	
17-NOV-24	RT1416	DMF	6.42	
17-NOV-24	RT1416	Tour Levy	8.82	
18-NOV-24	RT1416	Room Chrg - Govt./Military	214.00	
18-NOV-24	RT1416	GST	11.02	
18-NOV-24	RT1416	DMF	6.42	
18-NOV-24	RT1416	Tour Levy	8.82	
19-NOV-24	MC	Mastercard-9531		-480.52
		** Total	480.52	-480.52
		*** Balance	0.00	

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 No. Of Guest : 1
 Room Number : 1416
 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
	-----	-----	-----	-----	-----	-----	-----	-----
Total	428.00	22.04	17.64	0.00	0.00	12.84	480.52	-480.52

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