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



Calgary Board Trustee Professional Development and of Education Travel & Subsistence Expanse Date of Education Travel & Subsistence Education Travel & Subsis 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 Ge	neral Meeting
Departure and Return Date Nov 17-19, 2024	Destination:Edmonton, Alberta

Registration/Conference Fees 735.00 Travel Costs 735.00 Airfare Insurance Rail/Bus 7axi/Shuttle Bus/Car Rental at Destination Personal Vehicle 600 Km @ 50¢/Km (submit via PeopleSoft) 300.00 Parking – at Destination 79.80 79.80	Alias to be Charged for Claimant's Expenses
Airfare Insurance Rail/Bus Taxi/Shuttle Bus/Car Rental at Destination Personal Vehicle 600 Km @ 50¢/Km (submit via PeopleSoft) 300.00 Parking – at Destination 79.80	
Insurance Rail/Bus Taxi/Shuttle Bus/Car Rental at Destination Personal Vehicle 600 Km @ 50¢/Km (submit via PeopleSoft) Parking – at Destination 79.80 Insurance 300.00 300.00 79.80	
Rail/Bus Taxi/Shuttle Bus/Car Rental at Destination Personal Vehicle 600 Km @ 50¢/Km (submit via PeopleSoft) Parking – at Destination Rail/Bus 300.00 300.00 79.80	
Taxi/Shuttle Bus/Car Rental at Destination Personal Vehicle 600 Km @ 50¢/Km (submit via PeopleSoft) Parking – at Destination 79.80 300.00 79.80	
TaxinShititie Bus/Car Rental at Destination Personal Vehicle 600 Km @ 300.00 300.00	
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	
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></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.°+ \$35.00 65T = \$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 DATE TERMS DUE DATE

2024038a 11/27/2024 Net 30 12/27/2024

DATE	ACTIVITY	DESCRIPTION		TAX	QTY	AMOUNT
11/27/2024 000-51000-10		Registration as General Meetir	attached - ASBA Fall ng	G		3,500.00
			SUBTOTAL			3,500.00
			GST @ 5%			175.00
			TOTAL			3,675.00
			BALANCE DUE		CAE	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



Kilometre Travel Log

Directi

ns: 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: You	ır Employee Info	mation To be con	npleted by Employee			
Employee ID:*	F	irst Name:* Lau	ra Last Name:* Ha	ack, Tru	stee Wards 3 & 4	1
Section 2: Trip	Details: To be co	ompleted by Emplo	byee Record the date, purp	ose, beg	inning and ending lo	ocations, and
Date DD-MM-YY	Purpose for Trip		Trip Starts From		rip Ends At	Distance in
17-11-2024	ASBA Fall Ge	neral Meeting	Calgary	E	dmonton	300
19-11-2024			Edmonton	С	algary	300
The total 1.1.		ad into the firm - 1	est in Decoder of	-	otal Kilometres	600
Section 3: To	y km must be enter be completed by E	mployee and App	rover The approver must cr	resident to the		
and send to: cbe Employee	eincoming@westcan	adian.com			Patricia Mine	or Or
Signature:*		7000	Time Approver Na	ame:*	I atticia iviliti	
Employee Phor		9390 TU302	Time Approver Signature:*		, , ,	
Date DD-MM-YY:	* Time Appro 403-817-792		Date DD-MM-YY:*			
Personal information	is collected under the auth	nority of Alberta's Freedom	of Information and Protection of Pi	rivacv Act (i	FOIP). This information w	ill be used for the

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 various 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 the FOIP Act, please access http://www.cbe.ab.ca/legal/foip. If you have any questions about this form and/or the use of the information, please contact the Employee Contact Centre at 1-877-353-2555.

The Westin Edmonton 10135 100 St Edmonton, AB T5J 0N7 Canada

Tel: 780-426-3636 Fax: 780-428-1454

WESTIN

HOTELS & RESORTS

LAURA HACK

XXX

XXX, NE, 11111

United States Of America

Page Number

Invoice Nbr

: 1000379620

Guest Number Folio ID

1571187

D

17-NOV-24

15:43

Arrive Date Depart Date

19-NOV-24

10:48

No. Of Guest 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	МС	Mastercard-9531		-79.80
		** Total	79.80	-79.80
		*** Balance	0.00	

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HOTELS & RESORTS

LAURA HACK

XXX

XXX, NE, 11111

United States Of America

Page Number

2

Invoice Nbr

: 1000379620

Guest Number

Folio ID Arrive Date D

1571187

17-NOV-24

15:43

Depart Date No. Of Guest : 19-NOV-24

10:48

Room Number

1

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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Tel: 780-426-3636 Fax: 780-428-1454

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HOTELS & RESORTS

LAURA HACK

XXX

XXX, NE, 11111

United States Of America

Page Number **Guest Number**

1571187

Invoice Nbr

: 1000379619

Folio ID

17-NOV-24

15:43 10:48

Arrive Date Depart Date No. Of Guest

19-NOV-24

1416

Room Number

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	
7-NOV-24	RT1416	DMF	6.42	
7-NOV-24	RT1416	Tour Levy	8.82	
18-NOV-24	RT1416	Room Chrg - Govt./Military	214.00	
18-NOV-24	RT1416	GST	11.02	
8-NOV-24	RT1416	DMF	6.42	
8-NOV-24	RT1416	Tour Levy	8.82	
19-NOV-24	МС	Mastercard-9531		-480.52
		** Total	480.52	-480.52
		*** Balance	0.00	

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HOTELS & RESORTS

LAURA HACK

XXX

XXX, NE, 11111

United States Of America

Page Number Guest Number

2 1571187 Invoice Nbr

: 1000379619

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D :

17-NOV-24

15:43

Arrive Date Depart Date

19-NOV-24

10:48

No. Of Guest Room Number

: 1 er : 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