

# expense | monthly tracking report

claimant | May, Charlene  
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
Canadian Club of Calgary	11/20/2024	Canadian Club Luncheon	\$80.00	other disclosed	PD course or registration fee
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	\$560.32	travel	BUS accommodation
ASBA Fall General Meeting	11/17-19/2024	ASBA FGM Meals	\$36.54	travel	BUS food/non alcoholic beverage



**St. Croix, Grace M**

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**From:** May, Charlene L  
**Sent:** Monday, November 18, 2024 8:56 AM  
**To:** St. Croix, Grace M  
**Subject:** Charlene May - Receipt Canadian Club

**Categories:** Blue Category

Hi Grace,

Please see below for my receipt for the session "Now What? A Panel on the 2024 US Election, and its impacts on Canada" at the Canadian Club Canada.

Thank You,

Charlene

Charlene May, B.App.Sc  
Trustee, Wards 12 and Ward 14  
Calgary Board of Education | [cbe.ab.ca](http://cbe.ab.ca)  
t | [403-817-7919](tel:403-817-7919)

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**From:** Canadian Club Calgary <[info@canadianclubcalgary.ca](mailto:info@canadianclubcalgary.ca)>  
**Sent:** Monday, November 18, 2024 8:52 AM  
**To:** May, Charlene L <[CLMay@cbe.ab.ca](mailto:CLMay@cbe.ab.ca)>  
**Subject:** [EXTERNAL] Thank you for your purchase.


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Charlene --

Here is your receipt.

	<b>Canadian Club of Calgary</b> <b>Receipt</b>	<b>CONFIRMATION # 3327</b>
NAME	Charlene May	AMOUNT <b>\$80.00</b>
ADDRESS	Canada	DATE <b>Nov 18 2024</b>
PHONE		TYPE <b>Credit Card</b>

EMAIL	<b>clmay@cbe.ab.ca</b>	THIS IS NOT TAX DEDUCTIBLE.
EMPLOYER		GST NUMBER:129703955RT0001
OCCUPATION		

==

This email was sent to [clmay@cbe.ab.ca](mailto:clmay@cbe.ab.ca). To stop receiving updates on this page, [unfollow here](#).  
Canadian Club Calgary · PO Box 574, Station M, Calgary, AB T2P 2J2, Canada

Created with [NationBuilder](#), software for leaders.



# 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 Charlene May Trustee Wards 12 & 14

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 @ \$ 280.16 (Single Rate)	560.32		560.32		
<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)					
2 Dinner(s) (Maximum \$26.00 each)	36.54			36.54	
<b>Other – Provide Details</b>					
<b>TOTAL COST OF TRIP</b>	1631.86				
<b>AMOUNT DUE TO CLAIMANT / &lt;CBE&gt;</b>				36.54	
<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 \_\_\_\_\_

\_\_\_\_\_

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



CHARLENE MAY  
 XXX  
 XXX, NE, 11111  
 United States Of America

Page Number : 1 Invoice Nbr : 1000379622  
 Guest Number : 1571193  
 Folio ID : A  
 Arrive Date : 17-NOV-24 19:12  
 Depart Date : 19-NOV-24 11:05  
 No. Of Guest : 1  
 Room Number : 404  
 Marriott Bonvoy Number :

Tax Invoice

Tax ID : 777689332RT0001  
 The Westin Edm YEGWI NOV-19-2024 11:05 ELACE056

Date	Reference	Description	Charges (CAD)	Credits (CAD)
17-NOV-24	RT404	Room Chrg - Govt./Military	214.00	
17-NOV-24	RT404	GST	11.02	
17-NOV-24	RT404	DMF	6.42	
17-NOV-24	RT404	Tour Levy	8.82	
17-NOV-24	RT404	Parking Self	38.00	
17-NOV-24	RT404	GST	1.90	
18-NOV-24	RT404	Room Chrg - Govt./Military	214.00	
18-NOV-24	RT404	GST	11.02	
18-NOV-24	RT404	DMF	6.42	
18-NOV-24	RT404	Tour Levy	8.82	
18-NOV-24	RT404	Parking Self	38.00	
18-NOV-24	RT404	GST	1.90	
19-NOV-24	MC	Mastercard-9531		-560.32
** Total			560.32	-560.32
*** 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



CHARLENE MAY  
 XXX  
 XXX, NE, 11111  
 United States Of America

Page Number : 2 Invoice Nbr : 1000379622  
 Guest Number : 1571193  
 Folio ID : A  
 Arrive Date : 17-NOV-24 19:12  
 Depart Date : 19-NOV-24 11:05  
 No. Of Guest : 1  
 Room Number : 404  
 Marriott Bonvoy Number :

Tell us about your stay. [www.westin.com/reviews](http://www.westin.com/reviews)

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	46.32	280.16	0.00
11-18-2024	214.00	11.02	8.82	0.00	0.00	46.32	280.16	0.00
11-19-2024	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-560.32
	-----	-----	-----	-----	-----	-----	-----	-----
Total	428.00	22.04	17.64	0.00	0.00	92.64	560.32	-560.32

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

C. May

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

910790225 Aileen 1  
-----  
CHK 571 TBL 404/1 GST 1  
18 Nov'24 19:23 PM

**Mobile Order**

1 Caramel Espresso Creme  
Brulee 13.00  
1 Kids Chicken Fingers &  
Fries 10.00  
1 Delivery Charge 5.00  
  
Subtotal \$28.00  
Service Charge \$4.20  
GST \$1.61  
**Total Due \$33.81**

GRATUITY: \_\_\_\_\_  
TOTAL: \_\_\_\_\_  
ROOM #: \_\_\_\_\_  
PRINT NAME: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_

RES#: \_\_\_\_\_  
L.N: May  
ROO: 404  
LOC: Deliver to Room  
COV: 1  
COM: \_\_\_\_\_  
REQ: 2024-11-18 19:23:41  
GV: Guest In House

**IHOP 4004**  
3921 CALGARY TRAIL NORTHWEST  
EDMONTON, AB T6J 4J8  
7804629597  
HTTPS://WWW.IHOP.COM/EN  
/RESTAURANT

Cashier: Joey  
Transaction 1704082

Total CA\$23.08  
Tip CA\$3.46  
CREDIT CARD SALE CA\$26.54  
MASTERCARD 7962

Retain this copy for statement validation

17-Nov-2024 6:19:25p.m.  
CA\$26.54 | Method:  
CONTACTLESS  
Mastercard XXXXXXXXXXXX7962  
Reference ID: 432300511980  
Auth ID: 017089  
MID: \*\*\*\*\*7638  
AID: A0000000041010  
AuthNm: MASTERCARD  
NO CARDHOLDER VERIFICATION

Online: <https://clover.com/p/Q7TEBT1S2RF1R>



C. May

GST #05529 3882



**IHOP # 4004**  
3921 Calgary Trail  
Edmonton, AB T6J 5M8  
Phone: (780) 462-9597

30005 Joey A  
-----  
Gst 1  
-----  
Subtotal \$3.99  
1 Crepe Combo/2 \$17.99  
1 \$0 Cinnn Crepe \$0.00  
NO EGG, AD 2 SA  
1 \$0open Food \$0.00  
  
Subtotal \$21.93  
Tax \$1.10  
**06:18PM Total \$23.08**

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