

expense | monthly tracking report

claimant | Vukadinovic, Susan
 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 Car Rental	\$151.58	travel	BUS facility rental & AV services
ASBA Fall General Meeting	11/17-19/2024	ASBA FGM Fuel Cost	\$94.59	travel	BUS general
ASBA Fall General Meeting	11/17-19/2024	ASBA FGM Parking	\$79.80	travel	BUS general
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 Susan Vukadinovic Trustee Wards 8 & 9

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	151.58			151.58	
Personal Vehicle Km @ 50¢/Km (submit via PeopleSoft)					
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)					
1 Dinner(s) (Maximum \$26.00 each)	26.00			26.00	
Other – Fuel for Car Rental	94.59			94.59	
TOTAL COST OF TRIP	1567.49				
AMOUNT DUE TO CLAIMANT / <CBE>				272.17	
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.

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
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

Hi Susan Vukadinovic,

Thank you for your reservation with Hertz. We hope you enjoy your rental experience with us. Please see below for your reservation details.

[Modify or Cancel My Rental](#)



Midsized SUV
(Q4) Toyota RAV4 or similar



Save time during pick-up

Check in now

Total

151.58 CAD

Midsized SUV
(Q4) Toyota RAV4 or similar

70.18 CAD
2 WEEKEND DAYS AT 35.09 CAD PER WEEKEND DAY
70.18 CAD
2 EXTRA DAYS AT 35.09 CAD PER EXTR

Subtotal

140.36 CAD

Discount

No Affiliations

St. Croix, Grace M

Subject: FW: Susan Vukadinovic | My Hertz Reservation

From: Vukadinovic, Susan <SuVukadinovic@cbe.ab.ca>
Sent: Tuesday, November 12, 2024 12:05 PM
To: St. Croix, Grace M <gmstcroix@cbe.ab.ca>
Subject: Susan Vukadinovic | My Hertz Reservation 25

Hello Grace,

Here is my receipt and I am requesting \$151.58 in reimbursement for this car rental for ASBA. I had to begin the rental on Saturday because they are closed on Sundays.

Let me know if you need me to do anything else to process this reimbursement.

Kind regards,

Susan

Susan Vukadinovic, B.A., M.B.A.
Trustee, Ward 8 and Ward 9
Calgary Board of Education | www.cbe.ab.ca
e| suvukadinovic@cbe.ab.ca m| 403.616.0342

From: Hertz <reservations@emails.hertz.com>
Sent: Tuesday, November 12, 2024 11:59 AM
To: Vukadinovic, Susan <SuVukadinovic@cbe.ab.ca>
Subject: [EXTERNAL] My Hertz Reservation L04029740C5

ATTENTION: This message came from outside of the CBE and could be Spam or Phishing.

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**CONFIRMATION
L04029740C5**



RENTAL RECORD



HERTZ CANADA LIMITED AS AGENT FOR
HERTZ CANADA VEHICLES PARTNERSHIP

RENTAL RECORD: 930589343
FORM# 930589343-02

SUSAN VUKADINOVIC

RENTAL: 11-16-24 1246 MACLEOD TRAIL
RETURN: 11-19-24 1647 CALGARY 5TH AVENUE

0804217
0812301

OWN/VEH: 08193/4910634	MODEL: 24 COMPASS 4X4 TRA
VIN#: 3C4NJDDNXRT149189 PO#:	VEH CLASS: Q4 LIC: 0CK515
CDP: XXXXXXXXXX	ET: DL:13915XXXX

LDW DECLINED	MILEAGE IN: 34724	INITIAL CHARGES
P&P DECLINED	MILEAGE OUT: 34059	EX DAYS \$ 35.09/DAY
N/A DECLINED	MILES DRIVEN: 665	WKND DAYS \$ 35.09/DAY @ 4 DAYS (G) \$ 140.36
FPO DECLINED - FUEL & SVC APPLIED	TR-X MILES DRIVEN:	EXTRA KM \$ /KM \$ 0.00
\$ 3.69 Litre TK CAP: 51.0	MILES ALLOWED: 665	SUBTOTAL \$ 140.36
FUEL OUT: 8/8 FUEL IN: 8/8	MILES CHARGED:	
PLAN IN: NAXPD \$17.55 / EX HOUR		SERVICE CHARGES/TAXES
PLAN OUT: NAXPD \$35.09 / DAY		ACSRG \$ 1.00/DAY (G) \$ 4.00
RATE CLASS: Q4		GST 5.000% ON TAXABLE TT \$144.36 (N) \$ 7.22
\$35.09 / WKND DAY		ADJUSTMENTS
\$0.00 / KM		VOUCHER VALUE (140.36) \$ -140.36
		TOTAL AMOUNT DUE \$ 11.22
		CHARGED ON VISA (11.22) \$ 11.22

* NOT RETURNED AS ORIGINALLY STATED TO MACLEOD TRAIL ON
11-19-24 BY 16:47; THE LOWEST QUALIFYING RATE HAS BEEN CHARGED.

RENTAL FORM OF PAYMENT: VISA 4538*0103	AUTH : \$362.00/059292
RETURN FORM OF PAYMENT: VISA 4538*0103	AUTH : \$362.00/059292

RESERVATION INFORMATION: L04029740CS
PREPARED BY: F7358 COMPLETED BY: P4415
STATEMENT OF CHARGES - NOT VALID FOR RENTAL

GST REGISTRANT NUMBER R102337847
4

Printed by: 11-19-24 1648 P4415 812301

THANK YOU FOR RENTING FROM HERTZ

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



SUSAN VUKADINODIC
 XXX
 XXX, NE, 11111
 United States Of America

Page Number : 1 Invoice Nbr : 1000379624
 Guest Number : 1571198
 Folio ID : A
 Arrive Date : 17-NOV-24 17:28
 Depart Date : 19-NOV-24 12:05
 No. Of Guest : 1
 Room Number : 1411
 Marriott Bonvoy Number :

Copy Tax Invoice

Tax ID : 777689332RT0001
 The Westin Edm YEGWI NOV-26-2024 10:46 JGARC008

Date	Reference	Description	Charges (CAD)	Credits (CAD)
17-NOV-24	RT1411	Room Chrg - Govt./Military	214.00	
17-NOV-24	RT1411	GST	11.02	
17-NOV-24	RT1411	DMF	6.42	
17-NOV-24	RT1411	Tour Levy	8.82	
17-NOV-24	RT1411	Parking Self	38.00	
17-NOV-24	RT1411	GST	1.90	
18-NOV-24	RT1411	Room Chrg - Govt./Military	214.00	
18-NOV-24	RT1411	GST	11.02	
18-NOV-24	RT1411	DMF	6.42	
18-NOV-24	RT1411	Tour Levy	8.82	
18-NOV-24	RT1411	Parking Self	38.00	
18-NOV-24	RT1411	GST	1.90	
19-NOV-24	MC	Mastercard-9531		-480.52
20-NOV-24	MC	Mastercard-9531		-79.80
** Total			560.32	-560.32
*** Balance			0.00	

Parhio

Stay well, no matter where you travel. Reconnect with your well-being and find your next destination at westin.com.

Continued on the next page

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



SUSAN VUKADINODIC
 XXX
 XXX, NE, 11111
 United States Of America

Page Number : 2 Invoice Nbr : 1000379624
 Guest Number : 1571198
 Folio ID : A
 Arrive Date : 17-NOV-24 17:28
 Depart Date : 19-NOV-24 12:05
 No. Of Guest : 1
 Room Number : 1411
 Marriott Bonvoy Number :

Tell us about your stay. 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	-480.52
11-20-2024	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-79.80
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.



TRANSACTION RECORD

PETRO-CANADA
6206 104 STREET
EDMONTON
ALBERTA
T6H2K7
(780)-434-9710

GST #: 708277520
PC230601: ***442201
PAYPOINT: ***442201
TERMINAL: *****2254
INVOICE NO: 0000349682

2024-11-19 12:26:27

PUMP 4
REGULAR
38.471L AT \$1.459/L

Fuel sales \$ 56.13
FUEL SAVINGS
@ 3.0 CPL \$ -1.15

GST INCLUDED \$2.62

TOTAL \$54.98

VISA \$54.98

Type: PURCHASE

VISA
*****6854
REFERENCE #: 0010011530 H
INVOICE NO: 0000349682
AUTH #: 088413

VISA CREDIT
A0000000031010
0000

01/027 APPROVED
THANK YOU

FF / DT 20

TRANSACTION RECORD

PETRO-CANADA
2235 33 AVENUE S.W
CALGARY
ALBERTA
T2T1Z9
(403)-217-1589

GST #: 890725054
PC237633: ***259101
PAYPOINT: ***259101
TERMINAL: *****9151
INVOICE NO: 0000489877

2024-11-19 15:30:23

PUMP 1
REGULAR
29.143L AT \$1.389/L

FUEL SALES \$ 40.48
FUEL SAVINGS
@ 3.0 CPL \$ -0.87

GST INCLUDED \$1.89

TOTAL \$39.61

VISA \$39.61

TYPE: PURCHASE

VISA
*****6854
REFERENCE #: 0010012430 H
INVOICE NO: 0000489877
AUTH #: 007120

VISA CREDIT
A0000000031010

01/027 APPROVED
THANK YOU

FF / DT 20

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FOR YOUR RECORDS
- CUSTOMER'S COPY -

GIVE US YOUR
FEEDBACK.
CHANCE TO WIN
FREE GAS FOR A YEAR!
PETRO-CANADA.CA/HERO

*** PETRO-POINTS ***
BASE POINTS: 292
PARTNER BONUS: 58
NEW BALANCE: 131,186

CONGRATS! YOU SAVED
3 CENTS/L AND EARNED

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

910790180 Sam

CHK 8124 TBL 43/2 GST 4
18 Nov'24 19:44 PM

1 Mushroom Flat Bread 27.00
Subtotal \$27.00
GST \$1.35
Total Due \$28.35

GRATUITY: _____

TOTAL: _____

ROOM #: _____

PRINT NAME: _____

SIGNATURE: _____

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

SALE

Server #: 000015 Sam

REF#: 00000022

Batch #: 007
11/18/24 20:39:29
APPR CODE: 078919
Trace: 22
VISA Proximity
*****0103 ***

AMOUNT \$28.35
TIP \$5.10
TOTAL \$33.45

APPROVED

Misc. Device
SCOTIABANK VISA
AID: A0000000031010
TTQ B2 A0 40 00

THANK YOU / MERCI

CUSTOMER COPY

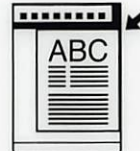
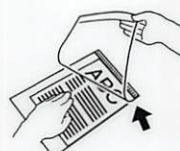
Max Amt \$26.00

①

②

③

④



20% MORE
PETRO-POINTS BY
PAYING WITH A LINKED
RBC CARD. YOU ALSO
SAVE MONEY AS A

