# expense | monthly tracking report

claimant | Bowen-Eyre, Joy position | Trustee, Wards 1 & 2 level | Board of Trustees reporting period | November 1 to December 31, 2012 date of report | February-25-13



Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Alberta School Boards	11/18/2012	Registration - ASBA Fall General Meering Nov	\$630.00	travel	BUS general
Association Fall General Meeting		18-20 ,2012 Edmonton, AB			
Edmonton, Alberta					
Alberta School Boards	11/18/2012	Accommodation - ASBA - Fall General Meeting	\$327.94	travel	BUS accommodation
Association Fall General Meeting		Nov 18-20, 2012 Edmonton, AB			
Edmonton, Alberta					
Alberta School Boards	11/18/2012	Hotel Parking - Edmonton, AB Nov 18-20, 2012	\$63.00	travel	BUS general
Association Fall General Meeting					
Edmonton, Alberta					
Alberta School Boards	11/18/2012	Mileage - Calgary to Edmonton & Return Nov	\$300.00	travel	BUS general
Association Fall General Meeting		18-20, 2012			
Edmonton, Alberta					
Alberta School Boards	11/19/2012	Meal - ASBA Fall General Meeting Nov 18-20,	\$51.66	travel	BUS food/non alcoholic beverage
Association Fall General Meeting		2012 Edmonton, AB			
Edmonton, Alberta					

Form D010 (10/08)	Travel	Travel & Subsistence Expense Report <u>Must</u> be completed upon return from every business trip for: Reporting Purposes and any Out of Pocket Expenditures					
Calgary Board of Education	Reportin						
. Details of Trip (Please Print) Return completed form to Treasury and Revenue Accounting Date: 00, 3, 20/2							
A. Details of Trip (Please Print)	<u> </u>						
Employee's Name Joe Brewe	<u>n - Eyse</u>		Vendor	#:			
School / Department to mail cheque to			Λ	ina l			
Purpose of Trip / Name of Conference	BBA7	all 6	eneral	MA	r		
Departure and Return Dates Marie 1	8,2012	<u>&gt;</u> ]	Destination:	-climent	on		
B. 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/ Amex/ 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	630.00		630.00				
Travel Costs							
· Airfare (including trip cancellation insurance)							
· Rail/Bus							
· Taxi/Shuttle Bus/Car Rental in Calgary							
Taxi/Shuttle Bus/Car Rental at Destination							
<ul> <li>Personal Vehicle <u>600</u> km @ 50¢/km (submit on Km Payment Form to Payroll)</li> </ul>	300.00		300.00		Send original to Payroll for payment		
Accommodations at Single Rate					<u> </u>		
\$ 163.97 @ 2 Nights	327.94		327.94				
Meals (including tips) (excluding meals covered by Conference or Others)							
· Breakfast@ \$12.00							
· Lunch@\$17.00							
· Dinner@ \$26.00							
Or Actual Expense	51.66	<u> </u>	51.66				
Telecommunication Charges (Internet, phone calls)							
Parking – in Calgary							
Parking – at Destination	63.00		6300		1		
Other – Provide Details	1.200.000.000						
TOTAL COST OF TRIP	1372.60	)					
CASH ADVANCE IF ANY-Ref #							
AMOUNT DUE TO (OWING BY) CLAI	MANT						
GST Breakout Area							

I certify that the above claim is correct:

original signed by B. Selanders

Claindant's Signature

NOTE: Copies of amounts paid through the P-Card, Amex Card, Invoices and Mileage Claim Forms must also be attached to this claim, in addition to items claimed for all Out of Pocket Expenses.



## Invoice

Invoice Number

**Registration ID:** 

Registration Date: 29/10/2012

Invoice Date: 29/10/2012

Issued By: Alberta School Boards Association

e.g., "VAT Number 1234"

Event: ASBA Fall General Meeting 2012

### Registrants

Name	Registration ID	Board/Organization	Туре
Pat Cochrane		Calgary Board of Education	Member
Lynn Ferguson		Calgary Board of Education	Member
lov Bowen-Evre		Calgary Board of Education	Member
George Lane		Calgary Board of Education	Member
Pamela King		Calgary Board of Education	Member
Sheila Taylor		Calgary Board of Education	Member

# **Billing Information**

Pat Cochrane
Calgary Board of Education
1221 - 8 Street SW
Calgary, AB T2R 0L4
403-817-7933
gmstcroix@cbe.ab.ca

Fees

Fee	Quantit	y Unit Price	Amount
Fee			
Member Event Fee Subtotal:	600.00 P 30. gs / person	CDN\$600.00	CDN\$3,600.00 CDN\$3,600.00 CDN\$180.00
GST: Total:	= 630.00/person		CDN\$3,780.0

### Transactions



# BOWEN-EYRE JOY

515 MACLEOD TRAIL SE

CALGARY, AB T2G-2L9 CALGARY BOARD OF EDUCATION Room #

# Arrive 11/18/12 Depart 11/20/12

DATE	CLERK	DEPARTMENT	DESCRIPTION	AMOUNT
11/18/12 11/18/12 11/18/12 11/19/12 11/19/12 11/19/12 11/19/12 11/19/12 11/19/12 11/19/12 11/20/12	AMD AMD AMD XXX XXX MN MN MN MN AF	2-Room Charg 41-Tourism Le 42-DMF 9-Parking Pa 7-Madisons 7-Madisons 2-Room Charg 41-Tourism Le 42-DMF 9-Parking Pa 92-	On Room Charge On Room Charge Surface 24 hours 107/2011 108/2025/GST 8.95 On Room Charge On Room Charge Surface 24 hours GST On Parking Pass GST On Parking Pass GST On Room Charge <b>Tax Reg. # R897343794</b>	149.00 5.96 1.56 30.00 1.66 meal plus 50.00 Service charge 149.00 5.96 1.56 30.00 -442.60 3.00 14.90
				Parking = \$130.00/day plusgst = 63.00
OMPANY	BILLING INSTR	UCTIONS	BALANCE DUE	e indicated person,
ITENTION			SIGNATURE	

# UNION BANK INN

A CENTURY OF HISTORY · MODERN RENAISSANCE STYLE

10053 Jasper Avenue, Edmonton, AB, Canada T5J 1S5 Phone: 780.423.3600 • Fax: 780.423.4623 E-mail: info@unionbankinn.com • Web: unionbankinn.com

PLOYEE INFORMATION First Name:* Trustees' Office AILS: Record the date, purpose trip on a separate row.	s Tutorials in UPK			n in Section 4 an To be complete	
or approval. View the HR Form PLOYEE INFORMATION First Name:* Trustees' Office AILS: Record the date, purpose	s Tutorials in UPK				
First Name:* Trustees' Office AILS: Record the date, purpose	L		Light Clark port		ad hu Employed
Trustees' Office	L		Last Name:*		эа <i>ру Етр</i> юуе
AILS: Record the date, purpose	Job Hile:	Trustes Mard	L	Bowen-Eyre	
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uip off a separate row.	e, beginning and e	inding locations, c		aon complete	
PURPOSE FOR TRIP	TRIP	STARTS FROM	TRIP	ENDS AT	DISTANCE IN KMS
SBA Fall General Meeting		Calgary		when be a first of the local state of the st	300 300
			тота	L KILOMETRES	600
ODE: Enter the Combo Code	for the travel.				y Time Approv
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	e approved and su		a person providente a de la regeritaria a que a serie de la persona persona de la persona de la persona de la p		
	Time Approver N	ame:* Br	enda Seiar	vders	
403-817-7928	Time Approver S	ignature:* ( oriĝ	inal signed by	B. Selanders	
					10
nd for the delivery of various Human of FOIP. If you have any questions a	Resources programs about the FOIP Act, p	at the Calgary Board ease access http://w	of Education. It will	be treated in accorda	ance with the
	ODE: Enter the Combo Code LEDGEMENTS: Form must be Services at fa 403'-817-7928 May 12, 201 Phone: Cted under the authority of Alberta's of to forthe delivery of various Human of FOIP. If you have any questions a formation please contact the Employ	ODE: Enter the Combo Code for the travel.         Image: Comparison of the travel of the travel.         Image: Comparison of the travel of the travel.         Image: Comparison of the travel of the travel of the travel of the travel.         Image: Comparison of the travel of the trave	Edmonton         Edmonton	Edmonton       C         Edmonton       Edmonton         Edmonton       Edmoton         Edmon	Edmonton Calgary Edmonton Calgary Calgary Calgary Calgary Calgary Calgary Calgary Calgary Calgary Calgary Construction Construction Construction Completed by Completed by Employee and Services at fax 1-866-276-7764 Completed by Employee and Services at fax 1-866-276-7764 Construction Completed by Employee and Services at fax 1-866-276-7764 Construction Completed by Employee and Services at fax 1-866-276-7764 Construction Completed by Employee and Services at fax 1-866-276-7764 Construction will be transformation and Protection of Privacy Act (FOIP). This information will be construction of Education that be filed in accords of FOID // You have any questions about the FOIP Act, please access http://www.cbe.ab.ca/loga//Dip/. If you have any Completed by Employee Context Center at 1-877-332-255 Construction of Education of Privacy Act (FOIP). This information will be formation please contact the Employee Context Center at 1-877-332-255 Construction of Education of Privacy Act (FOIP). This information will be formation please contact the Employee Context Center at 1-877-332-255 Construction of Education of Privacy Act (FOIP). This information will be formation please contact the Employee Context Center at 1-877-332-255 Construction of Education of Privacy Act (FOIP). This information will be formation please access the file of in correctly. Construction of Education of Privacy Act (FOIP) and the privacy Act (FOIP) a

\*HR-B073-01\*

MADISON'S GRILL 10053-Jasper Ave Edmonton, Alberta 780-401-2222	,
Server: Todd Table 34/1 Guests: 5 Reprint #: 2	11/19/2012 8:48 PM 20025
Seafood Trio (2 @15.00) Dinner Soup (2 @9.00) Creme Brulee (2 @11.00) P.E.I Mussels Pan Roasted Pork Chop Death by Chocolate Duo Coq au Chicken Supreme House Salad	30.00 18.00 22.00 16.00 38.00 11.00 33.00 11.00
Subtotal	179.00
GST Exclusive Tax	8.95
Tota!	187.95
Balance Du \$	187.95
GRATUITY :	
TOTAL : 20	50,°°
SIGNATURE : (	ā
ROOM #:	
PRINT NAME Joy Box THANK YOU Please Come Again S GST #R897343794	

Split food Bill Ycercys & charged to endurched rooms 200 = : 4 = 50 a pur room plus hotel service Charge

P. Cochrane G. Lane. J. Bowen-Eyre L. Ferguson