## expense | monthly tracking report

claimant | Ferguson, Lynn

position | Trustee, Wards 3 & 4

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,	\$52.00	travel	BUS food/non alcoholic beverage	
Association Fall General Meeting		2012 Edmonton, AB				
Edmonton, Alberta						

#### Form D010 (10/08)



Calgary Board of Education

## Travel & Subsistence Expense Report

 $\underline{\textit{Must}}$  be completed upon return from every business trip for: Reporting Purposes and any Out of Pocket Expenditures

Return completed form to Treasury and Revenue Accounting

A. Details of Trip (Please Print)			Date: _	Dec =	2012
A. Details of Trip (Please Print)  Employee's Name Lynn Line  Line Print Line  Line  Line Print Line  Line	uson, U	ise- 6	hair Vendor	#:	
School / Department to mail cheque to				<u> </u>	
Purpose of Trip / Name of Conference	4SBA F	0116	eneral_	Mta	
Purpose of Trip / Name of Conference Departure and Return Dates Dou 1	8-20, 20	012	Destination:	Edmon	ton
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	Alias to be charged for Claimant's Expenses
Registration/Conference Fees	630.00		630.00		1
Travel Costs					
· Airfare (including trip cancellation insurance)					
· Rail/Bus					ALAT E MANAGEMENT AND A STATE OF THE STATE O
· Taxi/Shuttle Bus/Car Rental in Calgary					
· Taxi/Shuttle Bus/Car Rental at Destination					
Personal Vehicle 600 km @ 50¢/km (submit on Km Payment Form to Payroll)	300.00		300.00		Send original to Payroll for payment
Accommodations at Single Rate					
\$ 163.47 @ 2 Nights	327.94		327.94		1-11-1-
Meals (including tips) (excluding meals covered by Conference or Others)					
- Breakfast@ \$12.00					
· Lunch@ \$17.00		ļ			
Dinner @ \$26.00	. 75				
· Or Actual Expense	52.°°	1	52.		
Telecommunication Charges (Internet, phone calls)					
Parking - in Calgary		<del> </del>	- 2	)	
Parking - at Destination	63.00		63.00		<u>+</u> `
Other – Provide Details					
TOTAL COST OF TRIP	1372.94	/			
CASH ADVANCE IF ANY-Ref#				74 E-10 - 177 y 154 (W	35
AMOUNT DUE TO (OWING BY) CLA	IMANT	Transfer of			
GST Breakout Area		1			

Claimant's Signature

I certify that the above claim is correct:

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.

Original approved by B. Selanders

### 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

Registratits			
Name	Registration ID	Board/Organization	Туре
Pat Cochrane		Calgary Board of Education	Member
Lynn Ferguson		Calgary Board of Education	Member
Joy Bowen-Eyre		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

#### Fees

Fee			Quantity	Unit Price	Amount
Fee					
Member Event Fee	1000	+30.00gst/person	6	CDN\$600.00	CDN\$3,600.00
Subtotal:	600,00	700. 931 /person			CDN\$3,600.00
		1/2000			CDN\$180.00
GST: Total:		= \$630.00			CDN\$3,780.00

## **Transactions**

FERGUSON LYNN

1221 - 8 STREET SW

CALGARY, AB T2R 0L4 CALGARY BOARD OF EDUCATION

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

Room #

Arrive 11/18/12 Dep	oart 11/20/12	ROOM #	
11/18/12 AMD 11/18/12 AMD 11/18/12 AMD 11/18/12 AMD 11/18/12 AMD 11/18/12 AMD 11/19/12 XXX 11/19/12 XXX 11/19/12 MN 11/19/12 MN 11/19/12 MN 11/19/12 MN 11/19/12 AF	DEPARTMENT  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 UBI 24 hours 107/2008 108/2025/GST 8.95  On Room Charge On Room Charge UBI 24 hours  GST On Parking Pass GST On Room Charge Tax Reg. # R89734379	AMOUNT.  149.00, 5.96 1.56 30.00 2.00) amount plus 50.00 service charge 149.00 5.96 1.56 30.00 -442.94 3.00 14.90
rchant ID: nm ID: 081 Pre-Auth Compl		Parking = \$130	0.00/day + gst = 63.00
Entry Method: Manual  /20/12 97:37:56  v #: 000003 Appr Code:  prvd Batch#: 000033  isinal Pre-Auth Amount: \$ 250.00  tal: \$ 442.94	NS	I agree that my liability for this bill is not wal held personally liable in the event that the company or association fails to pay for any pof these charges.	ne indicated person,
Customer Copy		X	

# 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



## Request for Kilometre Payment Fax 1-866-276-7764



DIRECTIONS: To	complete this for omit for approval.	n on your compute View the HR Forn	er open with Ad ns Tutorials in	lobe Reader. Pi JPK for help co	rint first p impleting f	the form.	jn in Sec	tion 4 an	J
SECTION 1: YOU		The state of the s					To be	complete	d by Employee
Employee ID:*		First Name:*	Lynn		L	ast Name:*	Ferguso	on	A Alexander
Location:*	ocation:* Trustees' Office Job Title:* Vice-Chair,				ee, Wards 3	No. of the latest and			
SECTION 2: TRIP			se, beginning a	nd ending locat	tions, and	distance of e	ach (	Complete	d by Employee
	trip o	n a separate row.	A PROCESSADING			1		40,000,000,000	DISTANCE
DATE dd-mmm-yyyy	PURPO	SE FOR TRIP	TI	RIP STARTS F	ROM	TRIP	ENDS A	Г	IN KMS
18-11-12	ASBA Fall	General Meeting		Calgary			monton		300
20-11-12				Edmonton		C	algary		300
						-			
						ļ			
						TOTA	L KILOM	ETRES	600
SECTION 3: COM	IBO CODE: Ente	er the Combo Code	for the travel.				Com		Time Approver
Combo Code:*				600 K	mx	,50¢	Km	= \$	300,00
SECTION 4: ACK	NOWLEDGEME	NTS: Form must b			Payroll	Completed	d by Empl	oyee and	Time Approver
	74	Services at f	ax 1-866-276-		Б	1 - 6	- 10.0	10,5	
Employee Signa		Ŋ	Time Approv	er Name:"	Drc	nda S	exau	valer_	
Employee Phone	403-817	-792 <b>6</b>	Time Approv	er Signature:*	Ori	ginal approv	ed by B	. Seland	lers
Date dd-mmm-yyyy:	Nov 22	Time A	Approver :*	03-817-7925	Δ ,	Date dd-mm	m-yyyy:*	Mar	23,12
management of personal privacy protection pro	is collected under the	e authority of Alberta's ivery of various Humar ou have any questions ase contact the Emplo	Freedom of Info	rams at the Calgar Act, please access	ry Board of the http://www.	Education, it will	be treated	n accordar	ice with the

\* All fields marked with (\*) are required and must be filled in correctly. Request for Kilometre Payment

Revision Date: 2012/06/11 Page 1 of 2



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
P. Cochrane	Balance Du	\$ 187.95
P 1	GRATUITY :	
G. Lane.	TOTAL :	200,00
J. Bowen-Eyre	SIGNATURE :_	
L. Ferguson	RDOM #	
	PRINT NAME JOY	

THANK YOU Please Come Again Soon GST #R897343794

Aplit food Bill Ycercys

4 charged 6 endurded

10000 54 = 50 00 plus

Lotel Service

Charge