

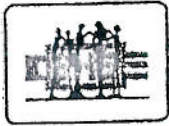
expense | monthly tracking report

claimant | King, Pamela
 position | Trustee, Wards 5 & 10
 level | Board of Trustees
 reporting period | November 1 to December 31, 2012
 date of report | February-25-13



**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Alberta School Boards Association Fall General Meeting Edmonton, AB	10/29/2012	Registration - ASBA Fall General Meeting Nov 18-20, 2012 Edmonton, AB	\$630.00	travel	BUS general
Alberta School Boards Association Fall General Meeting Edmonton, AB	11/18/2012	Accommodation - ASBA - Fall General Meeting Nov 18-20, 2012 Edmonton, AB	\$283.92	travel	BUS accommodation
Alberta School Boards Association Fall General Meeting Edmonton, AB	11/19/2012	Meal - ASBA Fall General Meeting Nov 18-20, 2012 Edmonton, AB	\$22.29	travel	BUS food/non alcoholic beverage
Alberta School Boards Association Fall General Meeting Edmonton, AB	11/20/2012	Parking - At the Hotel - ASBA Fall General Meeting - Nov 18-20, 2012 Edmonton, AB	\$35.60	travel	BUS general
Alberta School Boards Association Fall General Meeting Edmonton, AB	11/21/2012	Mileage - Calgary to Edmonton and Return Nov 18-20	\$300.00	travel	BUS mileage



Calgary Board of Education

Travel & Subsistence Expense Report

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 3, 2012
 Employee's Name Pamela King, Trustee Vendor #: _____
 School / Department to mail cheque to _____
 Purpose of Trip / Name of Conference ASBA Fall General Mtg
 Departure and Return Dates Nov 18-20, 2012 Destination: Edmonton

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					
· Personal Vehicle <u>600</u> km @ 50¢/km (submit on Km Payment Form to Payroll)	300. ⁰⁰		300. ⁰⁰		Send original to Payroll for payment <u>Yes</u>
Accommodations at Single Rate					
\$ <u>141.96</u> @ <u>2</u> Nights	283.92		283.92		
Meals (including tips) (excluding meals covered by Conference or Others)					
· Breakfast _____ @ \$12.00					
· Lunch _____ @ \$17.00					
· Dinner _____ @ \$26.00					
· Or Actual Expense	22.29		22.29		
Telecommunication Charges (Internet, phone calls)					
Parking - in Calgary					
Parking - at Destination	35.60		35.60		
Other - Provide Details					
TOTAL COST OF TRIP	1271.81				
CASH ADVANCE IF ANY-Ref # _____					
AMOUNT DUE TO (OWING BY) CLAIMANT					
GST Breakout Area					

I certify that the above claim is correct:

Original approved by B. Selanders

Claimant'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	Type
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
Member Event Fee	6	CDN\$600.00	CDN\$3,600.00
Subtotal:			CDN\$3,600.00
GST:			CDN\$180.00
Total:			CDN\$3,780.00

Handwritten note: each person pays 600.00 + 30.00 gst = 630.00 / person

Transactions

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10155 105th Street,
 Edmonton, AB, T5J 1E2
 Tel: (780) 423-4811 Fax: (780) 423-3204

Ms Pamela KING
 1221 8th Street SW
 CALGARY AB T2R 0L4
 CANADA

Receipt

Invoice date 11/20/2012
 Our reference
 GST Number 10103 5467 RT0020

Guest	Ms Pamela KING	Arrival	11/18/2012	Departure	11/20/2012	Room
Date	Description	Quantity	Unit Price		Total ()	
11/18/2012	Malts Lounge 9100	1	18.37 ✓		18.37	} 22.29
11/18/2012	Federal Tax GST Lounge 9100	1	0.92 ✓		0.92	
11/18/2012	Malts Lounge 9100	1	3.00 ✓		3.00	
11/18/2012	Room Charge	1	129.00		129.00	
11/18/2012	GST Taxes	1	6.51		6.51	
11/18/2012	Tourism Levy	1	5.16		5.16	
11/18/2012	Tourism Levy	1	1.29		1.29	
11/18/2012	Destination Market Fee	1	1.29		1.29	
11/18/2012	Parking Daily	1	16.95		16.95	
11/18/2012	Federal Tax GST Parking	1	0.85		0.85	
11/19/2012	Room Charge	1	129.00		129.00	
11/19/2012	GST Taxes	1	6.51		6.51	
11/19/2012	Tourism Levy	1	5.16		5.16	
11/19/2012	Tourism Levy	1	1.29		1.29	
11/19/2012	Destination Market Fee	1	1.29		1.29	
11/19/2012	Parking Daily	1	16.95		16.95	
11/19/2012	Federal Tax GST Parking	1	0.85		0.85	
Total invoice					341.81	
					-341.81	

11/20/2012

Parking = 16.95 + .85 x 2 days = \$ 35.60

Subtotal 341.81

For reservations: www.coasthotels.com or 1-800-663-1144

CHECK # 019100 DATE 19/11/12
NAME 70 TIME 6:50AM

-- Malts Lounge : ANNE-MARIE --

ITEMS ORDERED	AMOUNT
1 DRY RIB	9.5025% OFF
1 STEAK SANDWICH	15.0025% OFF
	25% OFF -6.13

PROMOTIONS	
TYPE	AMOUNT
25% OFF	-6.13
	-6.13

TOTAL CHK 24.50

	6.13
SUBTOTAL	18.37 ✓
GST	0.92 ✓

TOTAL DUE 19.29

GRAVITY NOT INCLUDED
G.S.T. # 10103 5467 RT002

TIP 3.00 ✓

TOTAL 22.29

ROOM NUMBER _____

PRINT NAME PAMELA KING

SIGNATURE _____

Thank You For Joining Us At The
Coast Edmonton Hotel
(780) 421-4000

GST#



DIRECTIONS: To complete this form on your computer open with Adobe Reader. Print first page only, sign in Section 4 and submit for approval. View the HR Forms Tutorials in UPK for help completing the form.

SECTION 1: YOUR EMPLOYEE INFORMATION To be completed by Employee

Employee ID:*		First Name:* Pamela	Last Name:* King
Location:*	Trustees' Office	Job Title:* Trustee, Wards 5 & 10	

SECTION 2: TRIP DETAILS: Record the date, purpose, beginning and ending locations, and distance of each trip on a separate row. Completed by Employee

DATE dd-mmm-yyyy	PURPOSE FOR TRIP	TRIP STARTS FROM	TRIP ENDS AT	DISTANCE IN KMS
18-11-12	ASBA Fall General Meeting	Calgary	Edmonton	300
20-11-12		Edmonton	Calgary	300
<i>600 Km x .50¢/km = \$300.⁰⁰</i>				
TOTAL KILOMETRES				<i>600</i>

SECTION 3: COMBO CODE: Enter the Combo Code for the travel: Completed by Time Approver

Combo Code:*	
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SECTION 4: ACKNOWLEDGEMENTS: Form must be approved and submitted to Payroll Completed by Employee and Time Approver
 Services at fax 1-866-276-7764

Employee Signature:* <i>[Signature]</i>	Time Approver Name:* Brenda Selanders
Employee Phone:* 403-817-7929	Time Approver Signature:* Original approved by B. Selanders

Date dd-mmm-yyyy:* Nov 21, 2012	Time Approver Phone:* 403-817-7925	Date dd-mmm-yyyy:* Nov 23, 12
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