

expense | monthly tracking report

claimant | Taylor, Sheila
 position | Trustee, Wards 11 & 13
 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, Alberta	11/18/2012	Registration - ASBA Fall General Meeting Nov 18-20, 2012 Edmonton, AB	\$630.00	travel	BUS general
Alberta School Boards Association Fall General Meeting Edmonton, Alberta	11/18/2012	Accommodation - ASBA Fall General Meeting Nov 18-20, 2012 Edmonton, AB	\$327.94	travel	BUS accommodation
Alberta School Boards Association Fall General Meeting Edmonton, Alberta	11/18/2012	Meals - No receipts Nov 18-20, 2013	\$52.00	travel	BUS food/non alcoholic beverage
Alberta School Boards Association Fall General Meeting Edmonton, Alberta	11/18/2012	Mileage - Calgary to Edmonton Nov 18, 2013	\$150.00	travel	BUS mileage
Alberta School Boards Association Fall General Meeting Edmonton, Alberta	11/18/2012	Transportation - Red Arrow - Edmonton to Calgary Nov 20, 2013	\$72.45	travel	BUS general



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 Sheila Taylor, Trustee Vendor #: _____

School / Department to mail cheque to Trustees' Office

Purpose of Trip / Name of Conference ACBA Fall General Mtg.

Departure and Return Dates Nov 18-20, 2012 Destination: Edmonton

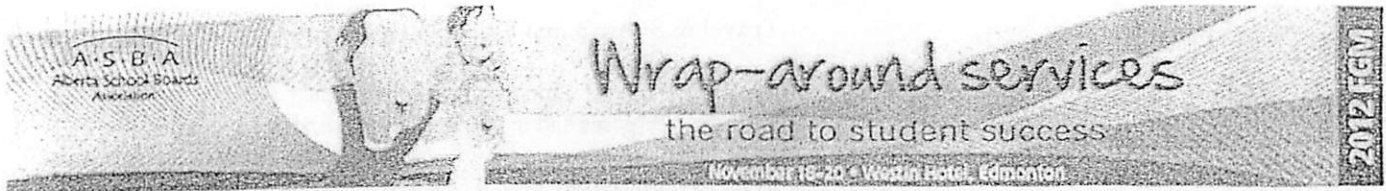
B. Description of Expenses (Please attach receipts)	Total Cost (Indicate currency if not Cdn)	Exchange Rate Adjusted Amount (If applicable)	Amount Paid by CBE Invoice/P-Card/ Amex/ Payroll for Mileage (including GST)	Amount Paid by Claimant For Out of Pocket Expenditures (including GST)	Alias to be charged for Claimant's Expenses
Registration/Conference Fees	630. ⁰⁰		630. ⁰⁰		
Travel Costs					
- Airfare (including trip cancellation insurance)					
- Rail/Bus	77.45			77.45	
- Taxi/Shuttle Bus/Car Rental in Calgary					
- Taxi/Shuttle Bus/Car Rental at Destination					
- Personal Vehicle <u>200</u> km @ 50¢/km (submit on Km Payment Form to Payroll)	150. ⁰⁰		150. ⁰⁰		Send original to Payroll for payment <u>Yes</u>
Accommodations at Single Rate					
\$ <u>163.97</u> @ <u>2</u> Nights	327.94		327.94		
Meals (including tips) (excluding meals covered by Conference or Others)					
- Breakfast _____ @ \$12.00					
- Lunch _____ @ \$17.00					
- Dinner <u>2</u> @ \$26.00	52. ⁰⁰			52. ⁰⁰	
- Or Actual Expense					
Telecommunication Charges (Internet, phone calls)					
Parking - in Calgary					
Parking - at Destination					
Other - Provide Details					
TOTAL COST OF TRIP	1232.39				
CASH ADVANCE IF ANY-Ref # _____					
AMOUNT DUE TO (OWING BY) CLAIMANT				124.95	
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 notes:
 600.00 + 30.00 gst / person
 = \$ 630.00

Transactions

UNION BANK INN

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GUEST
ACCOUNT

TAYLOR SHIELA
1221 - 8 STREET SW

CALGARY, AB
T2R 0L4
CALGARY BOARD OF EDUCATION
Room #

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

DATE	CLERK	DEPARTMENT	DESCRIPTION	AMOUNT
11/18/12	AMD	2-Room Charg		149.00
11/18/12	AMD	41-Tourism Le	On Room Charge	5.96
11/18/12	AMD	42-DMF	On Room Charge	1.56
11/19/12	MN	2-Room Charg		149.00
11/19/12	MN	41-Tourism Le	On Room Charge	5.96
11/19/12	MN	42-DMF	On Room Charge	1.56
11/20/12	AF		GST On Room Charge	-327.94
			Tax Reg. # R897343794	14.90

UNION BANK INN
10053 JASPER AVENUE
EDMONTON AB T5J1S5
780-423-3600

Merchant ID:
Term ID: 001 Ref #:
Clerk ID: 08

Pre-Auth Compl

Entry Method: Manual

1/20/12 09:22:51
inv #: 000010 Appr Code:
pprvd Batch#:
Original Pre-Auth Amount: \$ 275.00
Total: \$ 327.94

Customer Copy

BALANCE DUE 0.00

I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges.

SIGNATURE

X _____

UNION BANK INN

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10053 Jasper Avenue, Edmonton, AB, Canada T5J 1S5

Phone: 780.423.3600 • Fax: 780.423.4623

E-mail: info@unionbankinn.com • Web: unionbankinn.com

Here is my electronic receipt for Red Arrow home from ASBA FGM.

Invoice Date: 2012-11-16 Bill To:
Website User

You can reach us at:

Order# Ordered Customer# P.O. Group Name Departing Returning Sales Rep Sales Agent
Website User Travellers:
taylor/sheila
Product Details Duration Price Basis Qty Each Billed EDMCAL 15:30 YYC
Assigned to: 02A Departs: Edmonton (Edmonton Ticket Office) 2012-11-20 at 15:30
Arrives: Calgary (Calgary Ticket Office) 2012-11-20 at 19:35 4 hrs 5 mins Adult 1 69.00 72.45

Payments Received:

Date From Reference Amount 2012-11-16 Base Price: 69.00 CAD Discounts:
0.00 CAD Service Charges: 0.00 CAD GST 3.45 CAD Invoice Total: 72.45 CAD Received: 72.45 CAD Balance: 0.00 CAD
Red Arrow reserves the right to conduct baggage checks at any time. When travelling with Red Arrow you may be asked for ID at any time. ***** GST# BN139981476 CORPORATE BILLING ACCOUNTS - PLEASE PAY OFF OF YOUR MONTHLY STATEMENT & NOT OFF OF INDIVIDUAL INVOICES. PLEASE REMIT PAYMENT TO THE ADDRESS LISTED ON YOUR STATEMENT. THANK YOU. IF YOU WISH TO MAKE ANY CHANGES TO THIS RESERVATION - time change, date change, or cancel for a full refund - we require 3 hours notice prior to P.M. departures and a half hour notice prior to A.M. departures. Wheelchair reservations & cancellation to travel bookings during our Christmas Blackout period (December 13, 2012 to January 3, 2013) require 24 hours notice. Failure to provide proper notice of time change or cancellation, and/or failure to arrive on time for departure will result in forfeiture of funds paid and the ability to get a refund. If you wish to change or cancel your booking, please contact our Central Reservation line at 1-800-232-1958
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Sent wirelessly from my BlackBerry device on the Bell network.
Envoyé sans fil par mon terminal mobile BlackBerry sur le réseau de Bell.