

expense | monthly tracking report

claimant | Bazinet, Carol
 position | Trustee, Wards 12 & 14
 level | Board of Trustees
 reporting period | March 1 to April 30, 2013
 date of report | June-14-13



**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
National School Boards Association Annual Conference San Diego, California	10/31/2012	Registration - National School Boards Annual Conference April 13-15, 2013	\$918.66	travel	PD course or registration fee
National School Boards Association Annual Conference San Diego, California	10/19/2012	Airfare: RE: National School Boards Association Annual Conference Return trip: Calgary to San Diego April 10-15, 2013	\$472.75	travel	PD airfare/bus/rail



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: April 24, 2013

Employee's Name Carol Bazinet, Trustee

Vendor #: _____

School / Department to mail cheque to _____

Purpose of Trip / Name of Conference 2013 WSBA Conference

Departure and Return Dates April 10-15, 2013 Destination: San Diego, CA

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	918.66		918.66		
Travel Costs					
· Airfare (including trip cancellation insurance)	472.75		472.75		
· Rail/Bus					
· Taxi/Shuttle Bus/Car Rental in Calgary					
· Taxi/Shuttle Bus/Car Rental at Destination					
· Personal Vehicle _____ km @ 50¢/km (submit on Km Payment Form to Payroll)					Send original to Payroll for payment
Accommodations at Single Rate					
\$ _____ @ _____ Nights					
Meals (including tips) (excluding meals covered by Conference or Others)					
· Breakfast _____ @ \$12.00					
· Lunch _____ @ \$17.00					
· Dinner _____ @ \$26.00					
· Or Actual Expense					
Telecommunication Charges (Internet, phone calls)					
Parking - in Calgary					
Parking - at Destination					
Other - Provide Details					
TOTAL COST OF TRIP	1391.41		1391.41		
CASH ADVANCE IF ANY-Ref # _____					
AMOUNT DUE TO (OWING BY) CLAIMANT					
GST Breakout Area					

I certify that the above claim is correct:

Original signed by B. Selanders

Claimant's Signature _____

Approved by Superordinate _____

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.

NSBA Con - April, 2013

Itinerary/Receipt

Your booking is confirmed. Please print/retain this page for your financial records (e.g. for taxation, expense claim or payment card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.



Booking Information

<p>Booking Reference:</p> <p>Electronic Ticketing confirmed. This is your official itinerary/receipt.</p> <p>Main Contact: Ms Carol A Bazinet</p> <p>Mobile: Home: Work:</p>	<p>Customer Care</p> <p>Air Canada 1-888-247-2262</p> <p>Flight Arrivals and Departures 1-888-422-7533</p>
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Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC4364 ¹	Calgary (YYC) Wed 10-Apr 2013 08:00	San Francisco, San Francisco Int'l (SFO) Wed 10-Apr 2013 10:09 - Terminal 3	0	5hr21	CR7	Tango Plus, K	

Flight AC4364 is operated by United Express/Skywest. Please check in directly at the United Express/Skywest counter. Certain smaller carriers conduct airport operations through the ticketing counters of larger airlines.

Terminal change at San Francisco (SFO):

AC5608 ²	San Francisco, San Francisco Int'l (SFO) Wed 10-Apr 2013 10:53 - Terminal 1	San Diego, Lindberg Field S. Diego (SAN) Wed 10-Apr 2013 12:21 - Terminal 1	0		319	Tango Plus, K	
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Flight AC5608 is operated by United Airlines. Please check in directly at the United Airlines counter. Certain smaller carriers conduct airport operations through the ticketing counters of larger airlines.

AC5605 ²	San Diego, Lindberg Field S. Diego (SAN) Mon 15-Apr 2013 17:57 - Terminal 1	San Francisco, San Francisco Int'l (SFO) Mon 15-Apr 2013 19:22 - Terminal 1	0	4hr38	752	Tango Plus, L	
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Flight AC5605 is operated by United Airlines. Please check in directly at the United Airlines counter. Certain smaller carriers conduct airport operations through the ticketing counters of larger airlines.

Terminal change at San Francisco (SFO):

AC4023 ¹	San Francisco, San Francisco Int'l (SFO) Mon 15-Apr 2013 19:55 - Terminal 3	Calgary (YYC) Mon 15-Apr 2013 23:35	0		CR7	Tango Plus, L	
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Flight AC4023 is operated by United Express/Skywest. Please check in directly at the United Express/Skywest counter. Certain smaller carriers conduct airport operations through the ticketing counters of larger airlines.

Operated by:
 1 United Express/Skywest
 2 United Airlines

Passenger Information

1: Ms Carol A Bazinet : Adult (16+), Ticket Number:

Frequent Flyer Pgm : Meal Preference:
 Payment Card: Special Needs:
 Seat Selection:

Purchase Summary

Fare Summary	Adult
Passenger Type	
Departing Flight - Tango Plus	159.00
Return Flight - Tango Plus	179.00
Surcharges	15.00
Taxes, Fees and Charges	
Canada Airport Improvement Fee	25.00
U.S.A Transportation Tax	33.52
U.S Agriculture Fee	5.02
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	19.51
U.S Passenger Facility Charge	4.52
U.S.A Immigration User Fee	7.03
Air Travellers Security Charge (ATSC)	12.10
September 11 Security Fee	7.53
U.S. Federal Customs Fee	5.52
Total airfare and taxes before options (per passenger)	472.75
Number of passengers	1
<input type="checkbox"/> Travel Insurance	-

Your travel insurance could not be purchased online.
 Please call RBC Insurance at 1-866-610-7102 after you have
 purchased your flight tickets to purchase your travel insurance
 coverage.

Grand Total - Canadian dollars **\$472.75**

The following charges (tax inclusive) will appear on your credit or debit card statement:

- Air Canada: \$472.75 (Airfare - per ticket)

Ticket number(s): 0142113616411

Fare Rules

Departing Flight Calgary (YYC) To San Diego (SAN) - Tango Plus

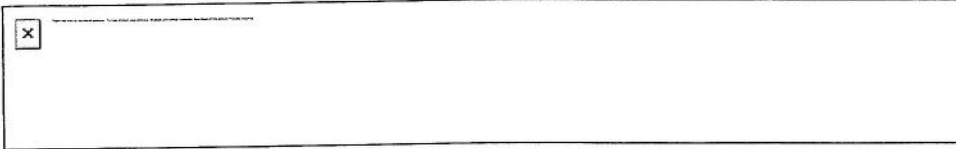
• Changes:

- Prior to day of departure - Change fee per transaction, per passenger, is \$150 CAD plus applicable taxes and any additional fare difference. Changes can be made up to 2 hours prior to departure.
- Airport same-day changes (subject to availability) are permitted at a flat fee of \$75 CAD/USD per direction, per passenger. Same-day flights only.
- Same-day standby is available only to passengers travelling on a flight between Toronto and Montreal or Ottawa (connecting flights excluded), as well as to passengers travelling between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) and Newark (EWR) airports.
- Flights can only be used in sequence from the place of departure specified on the itinerary.

• Cancellations:

- Tickets are non-refundable and non-transferable.
- Cancellations can be made up to 45 minutes prior to departure.
- Provided the original booking is cancelled prior to the original flight departure, the value of the unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to the change fee per transaction, per passenger, plus

From: registration@nsba.org
Sent: October 31, 2012 12:45 PM
To: Bazinet, Carol A
Cc:
Subject: 2013 Annual Conference Confirmation Letter



10/31/2012

Confirmation ID #:

Dear Ms. Bazinet:

We are delighted you will be joining us for NSBA's 73rd Annual Conference to be held April 13-15, 2013, at the San Diego Convention Center, San Diego, California. The programs you have chosen are listed below.

Registration Details For: Ms. Carol Bazinet
Board Member
Calgary Board of Education

Qty	Item	Sub-Total	Discount	Paid	Balance	
1	Regular Early Rate Registration Fee	895.00	0.00	895.00	45 0.00	918.66 adm

NSBA conference registration is located in the San Diego Convention Center – Lobby D. **All registrants must pick up their registration materials in person.**

Registration hours are:

Friday, April 12	8:00 a.m. – 6:00 p.m.
Saturday, April 13	7:00 a.m. – 5:00 p.m.
Sunday, April 14	8:00 a.m. – 4:30 p.m.
Monday, April 15	7:30 a.m. – 1:00 p.m.

IF YOU ARE REGISTERED FOR THE COUNCIL OF SCHOOL ATTORNEYS' SCHOOL LAW SEMINAR, please pick up your badge and seminar materials at the Manchester Grand Hyatt San Diego. Registration begins on Thursday, April 11 at 12 noon. If you are also registered for NSBA's conference, your conference badge will be available with your seminar materials at the Manchester Grand Hyatt. The School Law Seminar begins on Thursday, April 11 with Early Bird Concurrent Sessions at 2:30 p.m. and will adjourn on Saturday, April 13 at 12:10 p.m.