expense | monthly tracking report

claimant | Bowen-Eyre, Joy

position | Trustee, Wards 1 & 2

level | Board of Trustees

reporting period | May 1 to June 30, 2013

date of report | August-14-13



Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Alberta School Boards Association (ASBA) Spring General Meeting Red Deer, AB		Registration - ASBA Spring General Meeting June 2-4, 2013	\$603.75	travel	BUS general
Alberta School Boards Association (ASBA) Spring General Meeting Red Deer, AB		Accommodation - ASBA Spring General Meeting - June 2-4 ,2013	\$174.90	travel	BUS accommodation
Alberta School Boards Association (ASBA) Spring General Meeting Red Deer, AB	06/04/2013	Mileage - Calgary to Red Deer and Return	\$150.00	travel	BUS mileage



Calgary Board | Trustee Professional Development and Travel & Subsistence Expense Report

Must be completed upon return from every business trip for reporting purposes and any out of pocket expenditures. Completed form will be submitted to Accounts Payable.

Details of Trip Please Print	Date: June 10, 2013
Trustee's Name Joy Bowen-Eyre, Trustee, Wards 1 & 2	
Purpose of Trip / Name of Conference: ASBA Spring Ger	neral Meeting
Departure and Return Date June 3-4, 2013	Destination: Red Deer, Alberta

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/ 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	603.75		603.75		
Travel Costs					
Airfare					
Insurance					
Rail/Bus					
Taxi/Shuttle Bus/Car Rental at Destination		1 10 10 10 10 10 10 10 10 10 10 10 10 10			
Personal Vehicle 300 Km @ 50¢/Km (submit via PeopleSoft)	150.00		150.00		
Parking – at Destination					
Accommodation			40-00-00-00-00-00-00-00-00-00-00-00-00-0		
1 Nights @ \$ <u>174.90</u> (Single Rate)	174.90		174.90		
Telecommunication Charges					
(Internet, Phone calls)					
Meals – Receipts required					
(Including tips, excluding meals covered by Conference or Others)					
Breakfast(s) (Maximum \$12.00 each)					
Lunch(es) (Maximum \$17.00 each)					
Dinner(s) (Maximum \$26.00 each)					
Other - Provide Details		***************************************			
TOTAL COST OF TRIP	928.65		928.65		
AMOUNT DUE TO CLAIMANT					
GST Breakout Area					

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

Personal Information is collected under the authority of Alberta's Freedom of Information and Protection of Privacy Act (FOIP). The information included in this report is collected for the purpose of expense reporting and reimbursement and may be disclosed to the public as required by the CBE's policies and practices, Alberta Government policies and legislation, or a FOIP request. I have reviewed the attachments to ensure that confidential information has been removed or redacted. I certify that the above claim is correct.

Original signed by J. Bowen-Ey	re	
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Original signed by B. Selanders



1200, 9925 - 109 Street Edmonton, Alberta T5K 2J8 Phone: 1.780.482.7311 Fax: 1.780.482.5659 www.asba.ab.ca Email: hrogers@asba.ab.ca Business #: 10669 4268

BILL TO:

Calgary School District No. 19 1221 - 8 St SW Calgary AB T2R 0L4

INVOICE

NUMBER

DATE

July 15, 2013



(403) 817-4000 Ext.

Customer Number	P.O. NUMBER		TERMS	
			Due on Receipt	
DESCRIPTION		REQ.	UNIT PRICE	EXTENDED PRICE
Spring General Meeting 2013 Attendee(s): C.Bazinet, J.Bowen-Eyre, P.Cochrane, L.Fergi P.King, G.Lane, S.Taylor J. Bowen-	Eyre - \$575.00 + gst = \$603.75	7	575.00	4,025.00

NET AMOUNT	4,025.00
FREIGHT G.S.T.	201.25
TOTAL DUE	\$4,226.25



Kilometre Travel Log

Directi

ns: Complete this form to track kilometres travelled. To receive payment, please enter the total weekly kilometres into your timesheet in PeopleSoft, then submit a hardcopy of the Kilometre Travel Log form to your Manager or Principal. You may wish to retain a copy for your own records.

Employee ID	:* First Name:	* Joy	Last Name:* Bower	ı-Eyre, Tı	rustee Wards 1	& 2
	rip Details: To be completed by ch trip on a separate row.	Employee	Record the date, purp	ose, begin	ning and ending lo	cations, and
Date DD-MM-YY	Purpose for Trip	Т	Trip Starts From Tri		Ends At	Distance in
03-06-13	ASBA Spring General Mtg	g. C	algary	Re	d Deer	150
04-06-13			Red Deer	Ca	lgary	150
					enus es europe de	
· · · · · · · · · · · · · · · · · · ·						100000
The total we	kly km must be entered into the t	imesheet i	n PeopleSoft.	Tot	al Kilometres	300
	To be completed by Employee and cheincoming@westcanadian.com	nd Approve	er The approver must o	create a PE	F copy of the com	pleted Travel Log
Employee Signature:* Original signed by J. Bowen-Eyre		n-Eyre	Time Approver Name:*		Brenda Selanders	
Employee Phone:*	(403-817-7928	VC	Time Approver Signature:* Original signed by		by B. Selanders	
Date DD-MM-	Time Approver Phone:* 403-817-7925		Date DD-MM-YY:*	Qu.	ne 10, 5	2013

Sheraton Red Deer 3310 50 Avenue Red Deer, AB T4N 3X9 403-346-2091 http://www.starwood.com



Bowen-Evre, Joy

1221 8th Street Sw

Page Number Guest Number

Arrive Date

06-03-2013

Calgary, AB T2R 0L4

Folio ID

Depart Date

Invoice

06-04-2013

No. Of Guest Room Number

Time

Information Invoice

Tax Identification R835355694

Date Re	ference	Description	Charges	Credits
06-03-2013		Room Charge	\$159.00	
06-03-2013		GST Room Charge	\$7.95	
06-03-2013		Tourism Levy	\$6.36	
06-03-2013		Destination Marketing Fee	\$1.59	
06-03-2013 DE	POSIT	Deposit Applied		\$-174.90
		** Total	\$174.90	\$-174.90
		** Balance	\$0.00	
GST Summary		GST# R83535694 RT0017		
GST Room Reven	ue			7.95
GST Food & Bev	erage			0.00
GST Telephone				0.00
GST Other				0.00
				7.95

GST Other R835355694

Continued on the next page

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Bowen-Evre, Joy

Page Number

1221 8th Street Sw Calgary, AB T2R 0L4 Guest Number

Folio ID

No. Of Guest Room Number

Time

Invoice

Arrive Date 06-03-2013

Depart Date

06-04-2013

Information Invoice EXPENSE SUMMARY REPORT Currency: CAD

Date	Room Chgs	Food & Bev	Telephone	Other	Total	Payment
06-03-2013	\$174.90	\$0.00	\$0.00	\$0.00	\$174.90	\$-174.90
Total	\$174.90	\$0.00	\$0.00	\$0.00	\$174.90	\$-174.90

We are pleased to confirm your ~ miles will be awarded for this visit. Thank you for your stay with us.

Thank you for choosing Starwood Hotels We look forward to welcoming you back soon!

Tell us about your stay. www.sheraton.com/reviews