expense | monthly tracking report

claimant | Ferguson, Lynn

position | Trustee, Wards 3 & 4

level | Board of Trustees

reporting period | November 1 to December 31, 2013

date of report | February-14-14



Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Alberta School Boards	11/17/2013	Registration - ASBA Fall General Meeting Nov	\$630.00	Travel	PD course or registration fee
Association Fall General Meeting,		17-19, 2013, Edmonton, AB			
Edmonton Alberta					
Alberta School Boards	11/17/2013	Accommodation - ASBA Fall General Meeting	\$334.56	Travel	PD accommodation
Association Fall General Meeting,		Nov 17-19, 2013, Edmonton, AB			
Edmonton Alberta					
Alberta School Boards	11/17/2013	Meals - ASBA Fall General Meeting Nov 17-19,	\$44.80	Travel	PD food/non alcoholic beverage
Association Fall General Meeting,		2013, Edmonton, AB			
Edmonton Alberta					



Calgary Board Trustee Professional Development and of Education Travel & Subsistence Travel & 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: December 17, 2013
Trustee's Name Lynn Ferguson, Trustee, Wards 3 & 4	
Purpose of Trip / Name of Conference: ASBA Fall General	ral Meeting
Departure and Return Date November 17-19, 2013	Destination: Edmonton, 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	630.00		630.00		
Travel Costs			-		
Airfare			***************************************		
Insurance					
Rail/Bus					
Taxi/Shuttle Bus/Car Rental at Destination					
Personal Vehicle 0 Km @ 50¢/Km (submit via PeopleSoft)					Management of the second of th
Parking – at Destination					
Accommodation					
2 Nights @ \$ 167.28 (Single Rate)	334.56		334.56		
Telecommunication Charges (Internet, Phone calls)					
Meals - Receipts required (Including tips, excluding meals covered by Conference or Others)					
(TIP) Breakfast(s) (Maximum \$12.00 each)	2.00		2.00		
1 Lunch(es) (Maximum \$17.00 each)	16.80			16.80	
1 Dinner(s) (Maximum \$26.00 each)	26.00		39.44	<13.44>	
Other - Provide Details					
TOTAL COST OF TRIP	1009.36		1006.00		
AMOUNT DUE TO CLAIMANT / <cbe< td=""><td>></td><td></td><td></td><td>3.36</td><td></td></cbe<>	>			3.36	
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.

		100 100 100 100 100 100 100 100 100 100		
Claimant's Signature	()		r aymencepamonzation	



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

(403) 817-4000 Ext.

INVOICE

NET AMOUNT

FREIGHT G.S.T.

TOTAL DUE

4,250.00

212.50

\$4,462.50

NUMBER

DATE

December 18, 2013

Customer Number	P.O. NUMBER		TERMS		
CAL02			Due on Receipt		
DESCRIPTION		REQ.	UNIT PRICE	EXTENDED PRICE	
all General Meeting 2013		6	600.00	3,600.00	
ttendee(s): Taylor <mark>, L.Ferguson,</mark> T.Hurdman, P.King, A.Stev Bowen-Eyre	vart,		4		
all General Meeting 2013		1	650.00	650.0	
ttendee(s): Hehr Lynn Frenguson \$1 9071-3+4 FEES	00. 4 30. gst = 16.	3a 🕯			
				-	

FERGUSON LYNN

1221 - 8 STREET SW

CALGARY, AB T2R 0L4

CALGARY BOARD OF EDUCATION

Arrive 11/17/13 Depart 11/19/13

Room # Invoice #

THE RESERVE OF THE SECOND		CAST CAND STREET		
DATE	CLERK	DEPARTMENT /-Madisons	DESCRIPTION 105/1020/GS1 1.09	AMOUNT
11/17/13 11/17/13	XXX MN	2-Room Charg	103/1020/051 1:03	149.00
11/17/13	MN	41-Tourism Le	On Room Charge	5.96
11/17/13	MN	42-DMF	3	4.47
11/17/13	MN	41-Tourism Le	On DMF	0.18 0. 0
11/18/13	XXX	7-Madisons	107/2009	2.00 - Tip Sac Complimen 119 00 Breakfast
11/18/13	JAC	2-Room Charg	0.00	147.00
11/18/13	JAC	41-Tourism Le	On Room Charge	5.96 4.47
11/18/13	JAC	42-DMF 41-Tourism Le	On DMF	0.18
11/18/13	JAC JAC	92-Mastercard	PAYMENT THANK YOU	-376.00
11/19/13	JAC	92-Mascercara	GST On DMF	0.44
			GST On Room Charge	14.90
			Tax Reg. # R897343794	Tribugger with the second seco
	0.5			
Explication service being	and the second second	and the second second second second		0.00
是上述。我们	BILLING INSTR	RUCTIONS	BALANCE DUE	0.00
OMPANY			I agree that my liability for this bill is not wait	ved and agree to be
			held personally liable in the event that th company or association fails to pay for any pa	e indicated person, art or the full amount
			of these charges.	
			SIGNATURE	
ITENTION				
			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

MADISON'S GRILL 10053-Jasper Ave Edmonton, Alberta 780-401-2222

Server: Glenn Table 50/10 Guests: 8	11/17/2013 7:25 PM 10020
Seafood Pinhoos Caesar Salad Coffee Tea	16.00 14.00 3.75
Subtotal	33.75
GST Exclusive Tax	1.69
Total	35.44
Balance Due	\$ 35.44
GRATUITY :	4,00
TOTAL :	\$29.44
SIGNATURE '	11

ROOM #:_

PRINT NAME Lynn Ferguson

Please Come Again Soon GST #R897343794

Ant payable by mer \$26.

THE WESTIN EDMONTON Share Restaurant GST# 861336493RT0005

207 Megan	
28/2 431 17NOV'13 2:18PM	GST 1
1 Mushroom Soup	
Subtotal Tax Total Due \$16.	16.00 0.80 80
Gratuity:	
Total :	
Room #	
Name Print	
Signature	
Checkout folio emailed? _	