

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



**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	11/17/2013	Registration - ASBA Fall General Meeting Nov 17-19, 2013, Edmonton, AB	\$630.00	Travel	PD course or registration fee
Alberta School Boards Association Fall General Meeting, Edmonton Alberta	11/17/2013	Accommodation - ASBA Fall General Meeting Nov 17-19, 2013, Edmonton, AB	\$334.56	Travel	PD accommodation
Alberta School Boards Association Fall General Meeting, Edmonton Alberta	11/17/2013	Meals - ASBA Fall General Meeting Nov 17-19, 2013, Edmonton, AB	\$44.80	Travel	PD food/non alcoholic beverage



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: December 17, 2013

Trustee's Name Lynn Ferguson, Trustee, Wards 3 & 4

Purpose of Trip / Name of Conference: ASBA Fall General Meeting

Departure and Return Date November 17-19, 2013

Destination: Edmonton, Alberta

Description of Expenses |
Please attach receipts

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)					
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>				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.

Claimant's Signature

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Calgary Board of Education

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Alberta School Boards
Association

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

INVOICE

NUMBER

DATE December 18, 2013

BILL TO:

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

(403) 817-4000 Ext.

Customer Number	P.O. NUMBER	TERMS		
CAL02		Due on Receipt		
DESCRIPTION	REQ.	UNIT PRICE	EXTENDED PRICE	
Fall General Meeting 2013 Attendee(s): S.Taylor, L. Ferguson, T.Hurdman, P.King, A.Stewart, J.Bowen-Eyre Fall General Meeting 2013 Attendee(s): J.Hehr <i>Lynn Ferguson \$600.00 + \$30.00 gst = \$630.00 9071-3+4 FEES</i>	6	600.00	3,600.00	
	1	650.00	650.00	
		NET AMOUNT	4,250.00	
		FREIGHT		
		G.S.T.	212.50	
		TOTAL DUE	\$4,462.50	

✓

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

Server: Glenn 11/17/2013
Table 50/10 7:25 PM
Guests: 8 10020

Seafood Pinhcos 16.00
Caesar Salad 14.00
Coffee Tea 3.75

Subtotal 33.75

GST Exclusive Tax 1.69

Total 35.44

Balance Due \$ 35.44

GRATUITY : 4.00

TOTAL : \$29.44

SIGNATURE _____

ROOM #: _____

PRINT NAME Lynn Ferguson

THANK YOU

Please Come Again Soon

GST #R897343794

*Amt payable by CBE
\$26.00 for dinner*

THE WESTIN EDMONTON
Share Restaurant
GST# 861336493RT0005

207 Megan

28/2 431 GST 1
 17NOV'13 2:18PM

1 Mushroom Soup	10.00
1 Sw Potato Fries	6.00
Subtotal	16.00
Tax	0.80
Total Due	\$16.80

Gratuity: -----

Total : -----

Room # -----

Name Print -----

Signature -----

Checkout folio emailed? -----