### expense | monthly tracking report

claimant | Hurdman, Trina position | Trustee, Wards 6 & 7 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	Parking at hotel - ASBA Fall General Meeting	\$62.00	Travel	PD general
Association Fall General Meeting,		Nov 17-19, 2013, Edmonton, AB			
Edmonton, Alberta					
Alberta School Boards	11/17/2013	Mileage - ASBA FGM Calgary to Edmonton and	\$300.00	Travel	PD mileage
Association Fall General Meeting,		Return Nov 17-19, 2013, Edmonton, AB			
Edmonton, Alberta					
Alberta School Boards	11/17/2013	Meals - ASBA Fall General Meeting, Nov 17-	\$19.00	Travel	PD food/non alcoholic beverage
Association Fall General Meeting,		19, 2013, Edmonton, AB			
Edmonton, Alberta					

Calgary BoardTrustee Professional Development andof EducationTravel & 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 Trina Hurdman Trustee, Wards 6 & 7	
Purpose of Trip / Name of Conference: ASBA Fall Gener	al 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 600 Km @ 50¢/Km (submit via PeopleSoft)	300.00		300.00		
Parking – at Destination	62.00		42.00	20.00	
Accommodation					
2 Nights @ \$ <u>167.28</u> (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)	3.00		3.00		
Lunch(es) (Maximum \$17.00 each)					
1 Dinner(s) (Maximum \$26.00 each)	16.00		16.00		
Other – Provide Details					
TOTAL COST OF TRIP	1345.56		1325.56		
AMOUNT DUE TO CLAIMANT / <cbe< td=""><td>20.00</td><td></td></cbe<>	20.00				
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.

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# INVOICE

NUMBER

DATE

December 18, 2013

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.

Customer Number	P.O. NUMBER			TERMS	
				Due on Receipt	
DESCRIPTION			REQ.	UNIT PRICE	EXTENDED PRICE
Fall General Meeting 2013			6	600.00	3,600.00
Attendee(s): S.Taylor, L.Ferguson, <mark>T.Hurdman,</mark> P.King, <i>J</i> . J.Bowen-Eyre Fall General Meeting 2013	A. Stewart,		1	650.00	650.00
Attendee(s): J.Hehr	n \$600.00 +\$30.00 gst	<i>¥</i> 630.∞			
Trine Hurdman	1 600. 7 30. 90.	0000			
9061-6+7 FE	EES				
	3				
				NET AMOUNT	4,250.00
				FREIGHT	
				G.S.T.	212.50
				TOTAL DUE	\$4,462.50



## 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.

First Name:* Trin tails: To be completed by Emplo on a separate row. ose for Trip BA Fall General Mtg.			n , Trustee Wards 6 ning and ending locati	
on a separate row. ose for Trip		se, begin	ning and ending locati	ons, and
	Trip Starts From	-		a state of
BA Fall General Mtg.		Trip	Ends At	Distance in km
	Calgary	Ed	monton	300
	Edmonton	Ca	lgary	300
	(			
completed by Employee and Appr				600 ed Travel Log
	Time Approver Nam	Time Approver Name:*		1
403-817-7931	Time Approver Sigr	Time Approver Signature:*		
Time Approver Phone:* 403-817-7924	Date DD-MM-YY:* /8	-12 -	13	
	Completed by Employee and Appriming@westcanadian.com 4U3-817-7931 Time Approver Phone:* 403-817-7924 lected under the authority of Alberta's Freedom and for the delivery of various Human Resource	Time Approver Nam         4U3-81/-/931         Time Approver Phone:*         403-817-7924         Date         DD-MM-YY:*         /%         Iected under the authority of Alberta's Freedom of Information and Protection of Privators Human Resources programs at the Calgary Board of DIP. If you have any questions about the FOIP Act, please access http://www.cbe.a	completed by Employee and Approver The approver must create a PE         ming@westcanadian.com         Time Approver Name:*         4U3-817-7931         Time Approver Signature:*         Time Approver Phone:*         403-817-7924         Iected under the authority of Alberta's Freedom of Information and Protection of Privacy Act (Fe and for the delivery of various Human Resources programs at the Calgary Board of Education DIP. If you have any questions about the FOIP Act, please access http://www.cbe.ab.ca/legal/for	completed by Employee and Approver The approver must create a PDF copy of the completed ming@westcanadian.com         Time Approver Name:*         4U3-817-7931       Time Approver Signature:*         Time Approver Signature:*         403-817-7924       Date DD-MM-YY:*         Iected under the authority of Alberta's Freedom of Information and Protection of Privacy Act (FOIP). This information will be and for the delivery of various Human Resources programs at the Calgary Board of Education. It will be treated in accordar DIP. If you have any questions about the FOIP Act, please access http://www.cbe.ab.ca/legal/foip. If you have any questions

#### Kilometre Travel Log Revision Date: 2013/03/14

UNION BANK INN

A CENTURY OF HISTORY - MODERN RENAISSANCE STYLE

#### HURDMAN TRINA

1221 8ST SW

CALGARY, AB T2R0L4 CALGARY BOARD OF EDUCATION Room # Invoice #

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

DATE	CLERK	DEPARTMENT	DESCRIPTION	AMOUNT	
11/17/13 11/17/13 11/17/13 11/17/13 11/17/13 11/17/13 11/18/13 11/18/13 11/18/13 11/18/13 11/18/13 11/18/13 11/18/13 11/19/13	XXX MN MN MN MN XXX JAC JAC JAC JAC JAC JAC	7-Madisons 2-Room Charg 41-Tourism Le 42-DMF 41-Tourism Le 9-Parking Pa 7-Madisons 2-Room Charg 41-Tourism Le 42-DMF 41-Tourism Le 9-Parking Pa 92-Mastercard	105/1016/GST 0.63 On Room Charge On DMF Surface O/N 107/2010 On Room Charge On DMF Surface O/N PAYMENT THANK YOU GST On DMF GST On Parking Pass GST On Parking Pass GST On Room Charge <b>Tax Reg. # R897343794</b>	$     \begin{array}{r}       149.00 \\       5.96 \\       4.47 \\       0.18 \\       20.00 \\       3.00 - Tip complementary \\       149.00 \\       5.96 \\       4.47 \\       0.18 \\       20.00 \\       -395.56 \\       0.44 \\       2.00 \\       14.90     \end{array} $	
	BILLING INST	RUCTIONS	BALANCE DUE	0.00	
OMPANY		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.			
1			SIGNATURE		
TTENTION			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 50/6 Guests: 8	11/17/2013 7:25 PM 10016
Hot Chocolate Southwestern Sweet Potato	3.50 9.00
Subtotal	12.50
GST Exclusive Tax	0.63
Total	13.13
Balance Due	\$ 13.13
GRATUITY :	1 ~ CC
TOTAL :	书 16-00

SIGNATURE :\_

ROOM #:.	
PRINT NAME Tring Hurdman	L
THANK YOU	
Please Come Again Soon GST #R897343794	

--- Check Closed ---

CITY OF EDMONTON LIBRARY PARKADE GST # 119326270 RT0001

Rcpt# 18049 11/19/13 13:07 L# 2 A# 41 Txn# 56811 11/19/13 07:11 In 11/19/13 13:07 Dut Tkt# 438455 Regular Rate \$ 19.05 0.95 455 Total Tax 20.00 Total Fee \$ \$ 20.00-\$ 20.00 CASH PAID Cash Tender 0.00 Change Due 4

> THANK YOU COME AGAIN