expense | monthly tracking report

claimant | King, Pamela

position | Trustee, Wards 5 & 10

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	11/16/2013	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	11/16/2013	Accommodation - ASBA Fall General Meeting	\$417.66	Travel	PD accommodation
Association Fall General Meeting,		Nov 17-19, 2013			
Edmonton, Alberta					
Alberta School Boards	11/16/2013	Mileage - Calgary to Edmonton and Return Nov	\$300.00	Travel	PD mileage
Association Fall General Meeting,		19, 2013			
Edmonton, Alberta					
Alberta School Boards	11/19/2013	Meals - ASBA Fall General Meeting Nov 17-19,	\$41.00	Travel	PD food/non alcoholic beverage
Association Fall General Meeting,		2013			
Edmonton, Alberta					
Alberta School Boards	11/19/2013	Parking at hotel - ASBA Fall General Meeting	\$56.55	Travel	PD general
Association Fall General Meeting,		Nov 16-19, 2013 Edmonton			
Edmonton, Alberta					



Calgary Board Trustee Professional Development and of Education 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 Pamela King, Trustee, Wards 5 & 10	
Purpose of Trip / Name of Conference: ASBA Fall Gener	al Meeting
Departure and Return Date November 16-19, 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	56.55		56.55		
Accommodation					
3 Nights @ \$ 139.22 (Single Rate)	417.66		417.66		
Telecommunication Charges (Internet, Phone calls)			The state of the s		
Meals – Receipts required (Including tips, excluding meals covered by Conference or Others)					
sdf Breakfast(s) (Maximum \$12.00 each)					
Lunch(es) (Maximum \$17.00 each)					The state of the s
2 Dinner(s) (Maximum \$26.00 each)	41.00		21.00	20.00	
Other - Provide Details					
TOTAL COST OF TRIP	1445.21		1425.21		
AMOUNT DUE TO CLAIMANT / <cbe< td=""><td>></td><td></td><td></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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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) 917 4000 Evt

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			
			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, T.Hurdman, P.King, A.Ster J.Bowen-Eyre	wart,	1	650.00	650.00		
Fall General Meeting 2013						
Attendee(s): J.Hehr						
Pamela King - # 66 9051-5+10 FE	80.00 + \$30.00 gst = \$63	30.00				



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

	our Employee Information To be co			9.	
Employee ID): First Name:* P	amela Last Name:* Kin	g, Trustee Wards 5 &	10	
	rip Details: To be completed by Emp	ployee Record the date, purpose, be	eginning and ending loca	tions, and	
Date DD-MM-YY	Purpose for Trip	Trip Starts From	Trip Ends At	Distance in	
16-11-13	ASBA Spring General Mtg.	Calgary	Edmonton	300	
19-11-13	fall	Edmonton	Calgary	300	
-					
The total wee	ekly km must be entered into the times	heet in PeopleSoft.	Total Kilometres	600	
Section 3: 7	To be completed by Employee and Apcebeincoming@westcanadian.com	pprover The approver must create a	a PDF copy of the comple	ted Travel Log	
Employee Signature:*		Time Approver Name:*	Janice Barkwa	у	
Employee Phone:*	403-817-7929	Time Approver Signature	e:*		
Date DD-MM-	Time Approver Phone:* 403-817-7924	Date DD-MM-YY:*	Date DD-MM-YY:* 16-12-13		
Personal informa	Ition is collected under the authority of Alberta's Freed personnel and for the delivery of various Human Resc	dom of Information and Protection of Privacy A	ct (FOIP). This information will b	e used for the	

and/or the use of the information, please contact the Employee Contact Centre at 1-877-353-2555.



10155 105th Street, Edmonton, AB T5J 1E2 Tel: (780) 423 4811 Fax: (780) 423 3204

Ms Pamela King 1221 8th Street SW CALGARY AB T2R 0L4 CANADA

Receipt

Invoice date

11/19/2013

Our reference

GST Number

10103 5467 RT0020

Guest	Ms Pamela King	Arrival	11/16/2013	Departure	11/19/201:	Room
Date	Description	Qua	ntity Ur	nit Price	· · · · · · · · · · · · · · · · · · ·	Total ()
11/16/2013	403-764-3658 (03:00) 71617	1		3.46		3.46
11/16/2013	Federal Tax GST 71617	1		0.17		0.17
11/16/2013	105th Street Cafe 4149	1		17.62		17.62 -
11/16/2013	Federal Tax GST Restaurant 4149	1		0.88		0.88
11/16/2013	105th Street Cafe 4149	1		2.50		2.50-/
11/16/2013	Film Charge	1		124.00		124.00
11/16/2013	C Taxes	1		6.39		6.39
11/16/2013	Tourism Levy	1		5.11		5.11
11/16/2013	Destination Market Fee	1		3.72		3.72
11/16/2013	Parking Daily	1		17.95		17.95
11/16/2013	Federal Tax GST Parking	1		0.90		0.90
11/17/2013	Room Charge	1		124.00		124.00
11/17/2013	GST Taxes	1		6.39		6.39
11/17/2013	Tourism Levy	1		5.11		5.11
11/17/2013	Destination Market Fee	1		3.72		3.72
11/17/2013	Parking Daily	1		17.95		17.95
11/17/2013	Federal Tax GST Parking	1		0.90		0.90
11/18/2013	Room Charge	1		124.00		124.00
11/18/2013	GCT Taxes	1		6.39		6.39
11/18/2013	Toorism Levy	1		5.11		5.11
11/18/2013	Destination Market Fee	1		3.72		3.72
11/18/2013	Parking Daily	1		17.95		17.95
11/18/2013		1		0.90		0.90
-W HILLSON		The state of the s	TO THE CONTROL OF SECURITY OF	Total invo	ice	498.84
				Subtotal		498.84

Ms Pamela King 1221 8th Street SW CALGARY AB T2R 0L4 CANADA

Total GST

Receipt

	10103 5467 RT0020		***	
	on	Quantity	Unit Price	Total ()
M.D.	Auth:			-498.84
			Total Paid	-498.84
			Total Due	0.00
	Description	10103 5467 RT0020 Description	10103 5467 RT0020 Description Quantity	Description Quantity Unit Price MO Auth: Total Paid

I agree that my liability for any charges incurred by me is not waived and agree to be held personal—liable in the event that the indicated person, company or association fails to pay for any part of the full amount of these charges. Interest will be charged on any overdue balance.

22.92

Signature X

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

Server: Glenn Table 50/7 Guests: 8	11/17/2013 7:25 PM 10017
Hot Chocolate Caesar Salad	3.50 14.00
Subtotal	17.50
GST Exclusive Tax	0.88
Total	18.3
Balance Due	\$ 18.38
GRATUITY :	22.50
TOTAL :	20.00
SIGNATURE :	
ROOM #: PRINT NAME	
THANK Please Come	Again Soon
GST #R89	1343194

CHECK # TABLE # 11	************	DATE TIME	16/11/13 9:36PM
	Cafe : Val		
ITEMS	ORDERED		AMOUNT
	SAR SALAD AK SANDWICH	8 15	.0025% OFF .5025% OFF
=========	25%		-5.88 =======
	PROMOTIONS		
TY	PE		AMOUNT
25	% OFF		-5.88 -5.88
	CHK		23.50
	PROMO TOTAL GST		-5.88 17.62 0.88
TOTA	L DUE		18.50
G.	GRATUITY NOT I S.T. # 10103 5 TIP TOTAL	467 RT 2.2 21.	50 50 50
PRINT NAM	E KING	} •	
SIGNATURE			
Thank Coa	k You For Join ast Edmonton P	ing Us laza H	At The otel

(780) 423-4811