

expense | monthly tracking report

claimant | Stewart, Amber
position | Trustee, Wards 12 & 14
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	\$22.00	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 Amber Stewart, Trustee Wards 12 & 14

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		
Lunch(es) (Maximum \$17.00 each)					
1 Dinner(s) (Maximum \$26.00 each)	20.00		20.00		
Other – Provide Details					
TOTAL COST OF TRIP	986.56		986.56		
AMOUNT DUE TO CLAIMANT / <CBE>					
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

Payment Authorization



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		
		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.Stewart, J.Bowen-Eyre Fall General Meeting 2013	1	650.00	650.00	
Attendee(s): J.Hehr				
<p><i>Amber Stewart \$600.00 + \$30.00 gst = \$630.00</i> <i>9101-12+14 FEES</i></p>				
			NET AMOUNT	4,250.00
			FREIGHT G.S.T.	212.50
			TOTAL DUE	\$4,462.50

STEWART AMBER
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	XXX	7-Madisons	105/1018/GST 0.89	20.00
11/17/13	MN	2-Room Charg		149.00
11/17/13	MN	41-Tourism Le	On Room Charge	5.96
11/17/13	MN	42-DMF		4.47
11/17/13	MN	41-Tourism Le	On DMF	0.18
11/18/13	XXX	7-Madisons	107/2012	2.00
11/18/13	JAC	2-Room Charg		149.00
11/18/13	JAC	41-Tourism Le	On Room Charge	5.96
11/18/13	JAC	42-DMF		4.47
11/18/13	JAC	41-Tourism Le	On DMF	0.18
11/19/13	AS	92-Mastercard		-356.56
			GST On DMF	0.44
			GST On Room Charge	14.90
			Tax Reg. # R897343794	

-Tip-Compliments Breakfast

BILLING INSTRUCTIONS	BALANCE DUE ▶	0.00
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COMPANY

ATTENTION

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.

SIGNATURE

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 11/17/2013
Table 50/8 7:25 PM
Guests: 8 10018

Coffee Tea 3.75
Caesar Salad 14.00

Subtotal 17.75

GST Exclusive Tax 0.89

Total 18.64

Balance Due \$ 18.64

GRATUITY : _____)

TOTAL : \$20.00)

SIGNATURE : _____)

ROOM #: _____

PRINT NAME AMBER STEWART

THANK YOU

Please Come Again Soon

GST #R897343794

CHUCK STEWART