

expense | monthly tracking report

claimant | Ferguson, Lynn
position | Trustee, Wards 3 & 4
level | Board of Trustees
reporting period | January 1 to February 28, 2014
date of report | April-11-14



**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
ASBA Lessons in Labour Conference, Edmonton. Attended on behalf of the Board of Trustees	02/24/2014	ASBA Lessons in Labour Conference Feb 23/24, 2014 Conference Fee	\$514.50	travel	BUS general
ASBA Lessons in Labour Conference, Edmonton. Attended on behalf of the Board of Trustees	02/23/2014	Mileage - Calgary to Edmonton Return, Feb 23/24, 2014	\$300.00	travel	BUS mileage
ASBA Lessons in Labour Conference, Edmonton. Attended on behalf of the Board of Trustees	02/23/2014	Accommodation - ASBA Lessons in Labour Conference, Feb 23/24, 2014	\$184.21	travel	BUS accommodation



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: March 10, 2014

Trustee's Name Trustee Lynn Ferguson

Purpose of Trip / Name of Conference: ASBA Lessons in Labour

Departure and Return Date Feb 23-24, 2013

Destination: Edmonton, Alberta

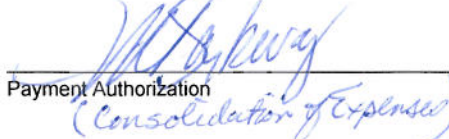
Description of Expenses |
Please attach receipts

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	514.50		514.50		
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					
Accommodation					
1 Nights @ \$ 169.00 (Single Rate)	184.21			184.21	
Telecommunication Charges (Internet, Phone calls)					
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)					
Dinner(s) (Maximum \$26.00 each)					
Other – Provide Details					
TOTAL COST OF TRIP	998.71				
AMOUNT DUE TO CLAIMANT / <CBE>				184.21	
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
(Consolidation of Expenses)



17700-87TH AVENUE
EDMONTON AB T5T 4V4
780-444-3000 800-737-3783
GST Reg#: 845861368 RT

Name: **FERGUSON, LYNN**

Address: **1221 8 ST .SW**

City, Prov, Pcode: **CALGARY AB T2R0L4**

Phone: **403 817 7933**

Company: **GOVERNMENT - PROVINCAL**

Account:

Room:

Room Type:

Rate Plan: **GOVT**

Adults/Children: **1 / 0**

Arrival Date: **Sunday, February 23, 2014**

Departure Date: **Monday, February 24, 2014**

Date	Description	Reference	Charges/Credits
2/23/2014	ROOM CHARGE	FERGUSON, LYNN	\$169.00
2/23/2014	GST GUEST ROOM	GST GUEST ROOM	\$8.45
2/23/2014	ALBERTA TOURISM LEVY	ALBERTA TOURISM LEVY	\$6.76
Balance Outstanding:			\$184.21



Directions: 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.

Section 1: Your Employee Information <i>To be completed by Employee</i>				
Employee ID:*		First Name:* Lynn	Last Name:* Ferguson, Trustee Wards 3 & 4	
Section 2: Trip Details: <i>To be completed by Employee</i> Record the date, purpose, beginning and ending locations, and distance of each trip on a separate row.				
Date DD-MM-YY	Purpose for Trip	Trip Starts From	Trip Ends At	Distance in km
14-02-23	ASBA Lessons in Labour Conference	Calgary	Edmonton	300
14-02-24		Edmonton	Calgary	300
The total weekly km must be entered into the timesheet in PeopleSoft.			Total Kilometres	600

Section 3: To be completed by Employee and Approver The approver must create a PDF copy of the completed Travel Log and send to: cbeincoming@westcanadian.com

Employee Signature:*		Time Approver Name:*	Janice Barkway
Employee Phone:*	403-817-7926	Time Approver Signature:*	
Date DD-MM-YY: *	Time Approver Phone:*	Date DD-MM-YY:*	
	403-817-7924		

Personal information is collected under the authority of Alberta's Freedom of Information and Protection of Privacy Act (FOIP). This information will be used for the management of personnel and for the delivery of various Human Resources programs at the Calgary Board of Education. It will be treated in accordance with the privacy protection provisions of FOIP. If you have any questions about the FOIP Act, please access <http://www.cbe.ab.ca/legal/foip>. If you have any questions about this form and/or the use of the information, please contact the Employee Contact Centre at 1-877-353-2555.