

## expense | monthly tracking report

claimant | Hurdman, Trina  
 position | Trustee, Wards 6 & 7  
 level | Board of Trustees  
 reporting period | May 1 to June 30, 2014  
 date of report | August-15-14



**Calgary Board  
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Task Force for Teaching Excellence Symposium	05/05/2014	Accommodation - Alberta Education "Task Force for Teaching Excellence Symposium, Edmonton, AB May 5, 2014	\$155.89	travel	PD accommodation
Task Force for Teaching Excellence Symposium	05/05/2014	Meal - Alberta Education "Task Force for Teaching Excellence Symposium, Edmonton, AB May 5, 2014	\$23.95	travel	PD food/non alcoholic beverage
2013/14 Edwin Parr Banquet	05/22/2014	Edwin Parr Banquet Ticket	\$45.00	other disclosed	PD general
ASBA Spring General Mtg.	06/01/2014	Registration - ASBA Spring General Mtg. Red Deer, AB June 1-3, 2014	\$603.75	travel	PD course or registration fee
ASBA Spring General Mtg.	06/01/2014	Mileage - Calgary to Red Deer, AB Return June 1-3, 2014	\$150.00	travel	PD mileage
ASBA Spring General Mtg.	06/01/2013	Accommodation - ASBA Spring General Mtg. Red Deer, AB June 1-3, 2014	\$261.58	travel	PD accommodation
ASBA Spring General Mtg.	06/01/2014	Meal - ASBA Spring General Mtg. Red Deer, AB June 1-3, 2014	\$24.73	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: May 6, 2014

Trustee's Name Trina Hurdman, Trustee Wards 6 & 7

Purpose of Trip / Name of Conference: Task Force for Teaching Excellence Symposium

Departure and Return Date May 5, 2014

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
<b>Registration/Conference Fees</b>					
<b>Travel Costs</b>					
Airfare					
Insurance					
Rail/Bus					
Taxi/Shuttle Bus/Car Rental at Destination					
Personal Vehicle Km @ 50¢/Km (submit via PeopleSoft)					N/A
Parking – at Destination					
<b>Accommodation</b>					
1 Nights @ \$ 155.89 (Single Rate)	155.89			155.89	
<b>Telecommunication Charges (Internet, Phone calls)</b>					
<b>Meals – Receipts required (Including tips, excluding meals covered by Conference or Others)</b>					
Breakfast(s) (Maximum \$12.00 each)					
Lunch(es) (Maximum \$17.00 each)					
1 Dinner(s) (Maximum \$26.00 each)	23.95			23.95	
<b>Other – Provide Details</b>					
TOTAL COST OF TRIP	179.84				
AMOUNT DUE TO CLAIMANT / <CBE>				179.84	
<b>GST Breakout Area</b>					

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

GLASS MONKEY GASTROPUB  
5842 111 ST NW  
EDMONTON AB

CARD \*\*\*\*\*  
CARD TYPE MASTERCARD  
DATE 2014/05/04  
TIME 9756 19:48:18  
CLERK ID 25  
RECEIPT NUMBER  
CB2017279-001-174-004-0

PURCHASE  
AMOUNT \$19.95  
TIP \$4.00  
TOTAL

**\$23.95**

MasterCard  
A000000000  
0000008000-EB00  
49976684E57369FA

**APPROVED**

AUTH# 01-027  
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS



**Glass Monkey**  
GASTROPUB

**The Glass Monkey**  
5842 111 Street  
Edmonton, AB T6H 3G1  
780-760-2228  
GST# 808591937 RT0001

102 HOLLY

Check: 1596                      Guests: 1  
Table: 99-5  
05/04/2014 07:40PM

1 YAKITORI                      12.00  
1 BROCCOLI                      7.00

Subtotal                      19.00  
G.S.T.                              0.95  
**Total Due                      \$19.95**

\*\*\*\*PLEASE PAY SERVER\*\*\*\*  
Thank You



Courtyard by Marriott  
Edmonton Downtown

1 Thornton Court Nw  
Edmonton, Ab T5j 2e7  
T 780.423.9999

T. Hurdman

Room:

Room Type: QNQN

Number of Guests: 1

Rate: \$139.00

Clerk:

Arrive: 04May14

Time: 04:44PM

Depart: 05May14

Time:

Folio Number: 61979

Date

Description

Charges

Credits

04May14

Room Charge

139.00

04May14

Marketing Fee

4.17

04May14

Gst 831018205

7.16

04May14

Tourism Levy

5.56

05May14

Master Card

155.89

Card #: MCXXXXXXXXXXXX

XXXX

Amount: 155.89 Auth:

Signature on

File

This card was electronically swiped on 04May14

Balance: 0.00

As a Rewards Member, you could have earned points toward your free dream vacation today. Start earning points and elite status, plus enjoy exclusive member offers. Enroll today at the front desk.

Description

Tax

Gst Room

7.16

Hst Room

5.56

Thank You For Choosing Courtyard By Marriott Edmonton Downtown

As requested, a final copy of your bill will be emailed to you at: GMSTCROIX@CBE.AB.CA. See "Internet Privacy Statement" on Marriott.com.



# INVOICE

ROCKY VIEW SCHOOL DIVISION NO. 41

2651 Chinook Winds Drive S W

Airdrie, AB T4B 0B4

Phone (403) 945-4000 Fax (403) 945-4001

[www.rockyview.ab.ca](http://www.rockyview.ab.ca)

Date: 28-Apr-14

CALGARY BOARD OF EDUCATION  
1221 8TH STREET SW  
CALGARY, AB  
T2R 0L4

Customer # 15

Invoice # 08132adj

Invoice Total: \$ 270.00

-----  
detach and return top portion of this invoice with cheque payable to Rocky View Schools  
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DESCRIPTION	AMOUNT
2013/14 Edwin Parr Banquet Tickets <i>May 28/2014</i>	
7 Trustees x \$45.00 @ ticket	\$ 315.00
Adjusted for 1 trustee unable to attend.	-\$ 45.00
<i>Sheila Taylor - \$45.00</i>	
<i>Joy Bowen-Eyre - \$45.00</i>	
<i>Pamela King - \$45.00</i>	
<i>Trina Hardman \$45.00</i>	
<i>Judy Helier - \$45.00</i>	
<i>Amber Stewart - \$45.00</i>	
Terms: Payable on receipt	INVOICE TOTAL \$ 270.00

Make Cheques Payable to:  
Rocky View Schools  
2651 Chinook Winds Drive S W  
Airdrie AB T4B 0B4

Finance: Cindy Stuart, Budget Officer  
(403)945-4044  
[cstuart@rockyview.ab.ca](mailto:cstuart@rockyview.ab.ca)



# 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: June 23, 2014

Trustee's Name Trina Hurdman Trustee, Wards 6 & 7

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

Departure and Return Date June 1-3, 2014

Destination: Red Deer, 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	603.75		603.75		
<b>Travel Costs</b>					
Airfare					
Insurance					
Rail/Bus					
Taxi/Shuttle Bus/Car Rental at Destination					
Personal Vehicle 300 Km @ 50¢/Km (submit via PeopleSoft)	150.00		150.00		
Parking – at Destination					
<b>Accommodation</b>					
2 Nights @ \$ <u>130.79</u> (Single Rate)	261.58		261.58		
<b>Telecommunication Charges</b> (Internet, Phone calls)					
<b>Meals – Receipts required</b> (Including tips, excluding meals covered by Conference or Others)					
Breakfast(s) (Maximum \$12.00 each)					
Lunch(es) (Maximum \$17.00 each)					
1 Dinner(s) (Maximum \$26.00 each)	24.73			24.73	
Other – Provide Details					
<b>TOTAL COST OF TRIP</b>	1040.06		1015.33		
<b>AMOUNT DUE TO CLAIMANT / &lt;CBE&gt;</b>				24.73	
<b>GST Breakout Area</b>					

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.

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Claimant's Signature \_\_\_\_\_

Payment Authorization \_\_\_\_\_

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

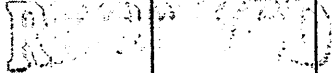
NUMBER 0000033766

DATE June 23, 2014

**BILL TO:**

Calgary Board of Education  
 1221 - 8 St SW  
 Calgary AB T2R 0L4

(403) 817-7933 Ext.

Customer Number	P.O. NUMBER	TERMS		
CAL02		Due on Receipt		
DESCRIPTION	REQ.	UNIT PRICE	EXTENDED PRICE	
Spring General Meeting 2014  Attendee(s): Trina Hurdman  <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;">                         Authorized Signature _____                           Alias/P.O. Number _____  <b>FAX TO: (403) 294-8360</b> </div>	1	575.00	575.00	
		 JUN 27 2014 CORPORATE FINANCE		
<b>NET AMOUNT</b>			575.00	
<b>FREIGHT G.S.T.</b>			28.75	
<b>TOTAL DUE</b>			<b>\$603.75</b>	



# Kilometre Travel Log

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.

Section 1: Your Employee Information <i>To be completed by Employee</i>				
<b>Employee ID:*</b>	<b>First Name:*</b> <span style="color: red;">Trina</span>	<b>Last Name:*</b> <span style="color: red;">Hurdman , Trustee Wards 6 &amp; 7</span>		
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
01-06-14	ASBA SGM General Mtg.	Calgary	Red Deer	150
03-06-14		Red Deer	Calgary	150
The total weekly km must be entered into the timesheet in PeopleSoft.			<b>Total Kilometres</b>	300
Section 3: <i>To be completed by Employee and Approver</i> The approver must create a PDF copy of the completed Travel Log and send to: <a href="mailto:cbeincoming@westcanadian.com">cbeincoming@westcanadian.com</a> <span style="color: red; font-family: cursive;">sent July 2/2014</span>				
<b>Employee Signature:*</b>		<b>Time Approver Name:*</b>		
<b>Employee Phone:*</b>	403-817-7931	<b>Time Approver Signature:*</b>		
<b>Date DD-MM-YY: *</b>	<b>Time Approver Phone:*</b> 403-817-7924	<b>Date DD-MM-YY:*</b> <span style="color: blue; font-family: cursive;">July 21 2014</span>		
<small>Personal information is collected under the authority of Alberta's <i>Freedom of Information and Protection of Privacy Act (FOIP)</i>. 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 <a href="http://www.cbe.ab.ca/legal/foip">http://www.cbe.ab.ca/legal/foip</a>. 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.</small>				





10

06-03-14

<b>Trina Hurdman</b>  <b>CA</b>	Invoice No.	:	Room No.	:	---
	GST Number	:	Arrival	:	<b>06-01-14</b>
	Folio Number	:	Departure	:	<b>06-03-14</b>
	A/R Number	:	Conf. No.	:	
	Group Code	:	Rate Code	:	
	Company	:	Page No.	:	<b>1 of 1</b>

Date	Description	Charges	Credits
06-01-14	*Accommodation	119.99	
06-01-14	GST	6.00	
06-01-14	Tourism Levy	4.80	
06-02-14	*Accommodation	119.99	
06-02-14	GST	6.00	
06-02-14	Tourism Levy	4.80	
06-03-14	MasterCard XXXXXXXXXXXX		261.58
<b>Total</b>		<b>261.58</b>	<b>261.58</b>
<b>Balance</b>		<b>0.00</b>	

**Guest Signature:** \_\_\_\_\_

I have received the goods and / or services in the amount shown hereon. 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 associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

**ESM-Red Deer**  
2004 50th Ave, T4R 3A2  
**(403) 342-2279**

SUN JUNE 1, 2014  
**CHECK #1171480-1**  
TABLE #61  
CUSTOMER # 5

1 Side Lime Juice \$0.50  
1 FIRCRCKR BOWTIE \$19.98  
1 \*\*Baked w/Cheese  
SUB-TOTAL : \$20.48  
G.S.T. \$1.02  
**TOTAL \$21.50**

\*\*\*\*\*  
**How did we do?**

Please give us a rating  
from your phone!

\*\*\*\*\*  
**http://www.ca/141064**  
into your mobile browser

Thank you for your time.

\*\*\*\*\*  
Time: 19:58 6 CUSTOMERS  
6 CHECKS

PLEASE PAY SERVER - THANK-YOU!  
GST # 865596936

YOU HAVE BEEN SERVED  
BY : Danielle

EAST SIDE MARKS RED DEE  
193 2004 50TH AVE  
RED DEER, AB T4R3A2  
4033422279

**SALE**

Server #: 000034  
Table #: 0061  
Check #: 0001171480  
MID: 97304080013  
TID: 009 REF#  
Batch #: 131  
06/01/14 20:03:00  
APPR CODE: R9337B  
MASTERCARD  
\*\*\*\*\* \*\*

**AMOUNT \$21.50**  
**TIP \$3.23**  
**TOTAL \$24.73**

APPROVED

MasterCard  
AID:  
TVR: 00 00 00 00 00  
TSL E8 00

THANK YOU  
PLEASE COME AGAIN  
CUSTOMER COPY