

expense | monthly tracking report

claimant | King, Pamela
 position | Trustee, Wards 5 & 10
 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
Distinguished Alumni Awards	05/12/2014	Ticket to CBE Distinguished Alumni Awards May 12, 2014	\$187.50	other disclosed	PD general
2013/14 Edwin Parr Banquet	05/22/2014	Edwin Parr Banquet Ticket May 22, 2014	\$45.00	other disclosed	PD general
Calgary Bridge Foundation for	05/28/2014	Ticket to Calgary Bridge Foundation for Youth	\$73.33	other disclosed	PD general
ASBA Spring General Mtg. Red Deer, AB June 1-4, 2014	06/01/2014	Registration - ASBA Spring General Mtg. Red Deer, AB.	\$603.75	travel	PD course or registration fee
ASBA Spring General Mtg. Red Deer, AB June 1-4, 2014	06/01/2014	Mileage - Calgary to Red Deer return June 1-4, 2014	\$150.00	travel	PD mileage
ASBA Spring General Mtg. Red Deer, AB June 1-4, 2014	06/01/2014	Accommodation - ASBA Spring General Mtg. Red Deer, AB June 1-4, 2014 (June 3-4 attended Inspiring Education Symposium	\$392.37	travel	PD accommodation
ASBA Spring General Mtg. Red Deer, AB June 1-4, 2014	06/01/2014	Meals - ASBA Spring General Mtg. Red Deer, AB June 1-4, 2014	\$23.42	travel	PD food/non alcoholic beverage

Subject:

FW: CBE Distinguished Alumni Awards Dinner - get your tickets before it's too late

Subject: CBE Distinguished Alumni Awards Dinner - get your tickets before it's too late

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Join us for the
Calgary Board of Education 2013-2014 Distinguished Alumni Awards
and prepare to be inspired by this year's chosen Alumni

Brian and Stephanie Felesky

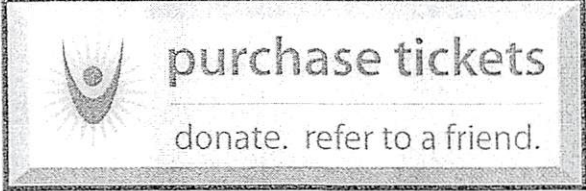
Help us celebrate their lifetime of commitment, determination and passion
that has made an enduring difference in our community and beyond.

Monday, May 12, 2014
Hotel Arts, 119 - 12 Avenue S.W.

Reception: 6:00 p.m.
Dinner: 6:30 p.m.

\$200 each | Table of 8 \$1500

Proceeds from the event support the EducationMatters' Future Leaders Fund, a fund dedicated to nurturing the leadership qualities of our students
and building the leaders of tomorrow.



purchase tickets
donate. refer to a friend.

To purchase by phone please call EducationMatters at 403-817-7468

#187.50 per Trustee

May 22/2014



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

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

Date: 28-Apr-14
Customer # 15
Invoice # 08132adj
Invoice Total: \$ 270.00

detach and return top portion of this invoice with cheque payable to Rocky View Schools

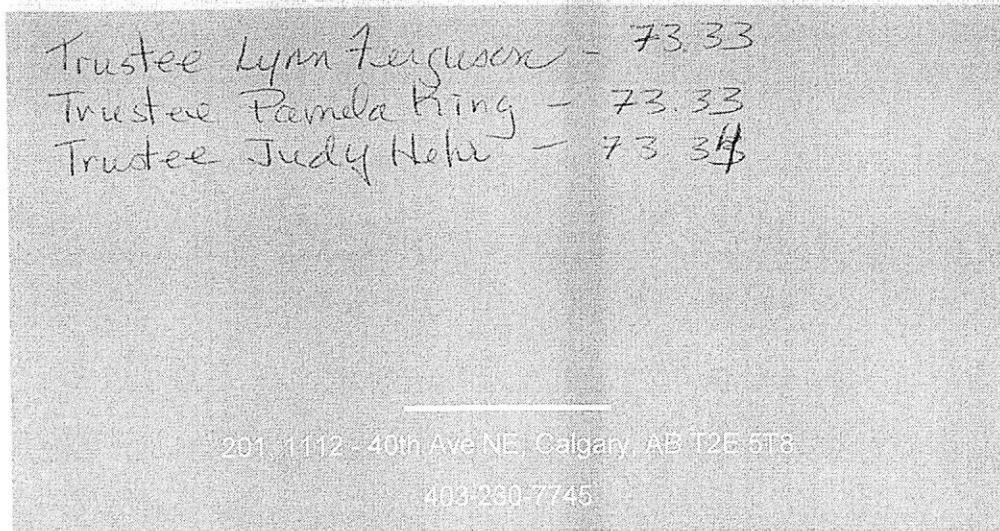
DESCRIPTION	AMOUNT
2013/14 Edwin Parr Banquet Tickets	
7 Trustees x \$45.00 @ ticket	\$ 315.00
Adjusted for 1 trustee unable to attend.	-\$ 45.00
Sheila Taylor - \$45.00	
Joy Bowen-Eyre - 45.00	
Pamela King - 45.00	
Trina Hurdman 45.00	
Judy Hehr - 45.00	
Amber Stewart - 45.00	
Terms: Payable on receipt	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

From: Square <noreply@messaging.squareup.com>
Sent: May 13, 2014 2:27 PM
To: St. Croix, Grace M
Subject: Receipt from _____ for \$220.00

[Trouble viewing this email?](#)



May 13, 2014 at 2:25PM

Receipt #ulFY

Gala Ticket 2014 (1 person) \$220.00

Thank you for your support!
You just empowered
immigrant youth and families
to fulfill their potential in
Canadian society.

Total **\$220.00**



8255

\$220.00





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 12, 2014

Trustee's Name Pamela King, Trustee Wards 5 & 10

Purpose of Trip / Name of Conference: ASBA SGM June 1-3, 2014 & Inspiring Education Symposium June 4, 2014

Departure and Return Date June 1-4, 2014

Destination: Red Deer, 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	603.75		603.75		
Travel Costs					
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					
Accommodation					
3 Nights @ \$ 130.79 (Single Rate)	392.37		392.37		
Telecommunication Charges (Internet, Phone calls)					
Meals – Receipts required (Including tips, excluding meals covered by Conference or Others)					
Breakfast(s) (Maximum \$12.00 each)					
Lunch(es) (Maximum \$17.00 each)					
2 Dinner(s) (Maximum \$26.00 each)	23.42			23.42	
Other – Provide Details					
TOTAL COST OF TRIP	1169.54		1146.12		
AMOUNT DUE TO CLAIMANT / <CBE>				23.42	
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

A.S.B.A

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 0000033767

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): Pamela King <div style="border: 1px solid black; padding: 5px; width: fit-content;"> AUTHORIZED SIGNATURE) NAME/PO NUMBER FAX TO: (403) 294-8360 </div> <i>P. King</i> JUN 27 2014 CORPORATE FINANCE	1	575.00	575.00	
		NET AMOUNT	575.00	
		FREIGHT G.S.T.	28.75	
		TOTAL DUE	\$603.75	



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.

Section 1: Your Employee Information *To be completed by Employee*




Employee ID:* First Name:* **Pamela** Last Name:* **King, Trustee Wards 5 & 10**

Section 2: Trip Details: *To be completed by Employee* 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 Spring General Mtg.	Calgary	Red Deer	150
04-06-14		Red Deer	Calgary	150

The total weekly km must be entered into the timesheet in PeopleSoft. **Total Kilometres** 300

Section 3: To be completed by Employee and Approver The approver must create a PDF copy of the completed Travel Log and send to: cbehqcoming@westcanadian.com *Sent June 13/2014 SSC*

Employee Signature:*	Time Approver Name:*
Employee Phone:* 403-817-1929 	Time Approver Signature:* 
Date DD-MM-YY: * 403-817-7924	Date DD-MM-YY:* June 13/2014 

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.



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06-11-14

Pamela King Calgary CA	Invoice No. :	Room No. :
	GST Number : R121526081	Arrival : 06-01-14
	Folio Number :	Departure : 06-04-14
	A/R Number :	Conf. No. :
	Group Code : CBE	Rate Code :
	Company :	Page No. : 1 of 1

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	*Accommodation	119.99	
06-03-14	GST	6.00	
06-03-14	Tourism Levy	4.80	
06-04-14	MasterCard XXXXXXXXXXXX8255		392.37
Total		392.37	392.37
Balance		0.00	

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.

SHERATON HOTEL
RED DEER
VLT LOUNGE GST# 8497
02444RT0017

0121-1 Table 996 #Party 1
P.M. V SvrCk: 23 8:49p 06/03/14
VLT LOUNGE

T6
1 STEAK FEATURE 8.95
Sub Total: 8.95

Sub Total: 8.95
GST : 0.45
06/03 10:31p TOTAL: 9.40

***** ROOM CHARGE ONLY *****

GRATUITY: 1.40
TOTAL: 10.80

NAME: _____

SIGNATURE: _____

ROOM #: _____

PLEASE PAY SERVER!

SHERATON HOTEL
RED DEER
VLT LOUNGE GST# 8497
02444RT0017

0079a-1 Table 996 #Party 1
P.M. V SvrCk: 7 6:01p 06/01/14
VLT LOUNGE

TB3
1 STEAK FEATURE
add mushroom (1.00) 10.45
Sub Total: 10.45

Sub Total: 10.45
GST : 0.52
06/01 6:54p TOTAL: 10.97

***** ROOM CHARGE ONLY *****

GRATUITY: 1.65
TOTAL: 12.62

NAME: _____

SIGNATURE: _____

ROOM #: _____

PLEASE PAY SERVER!