

expense | monthly tracking report

claimant | King, Pamela

position | Trustee, Wards 5 & 10

level | Board of Trustees

reporting period | November 1 to December 31, 2014

date of report | February-13-15



**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
ASBA Fall General Meeting	Nov 16, 2014	Registration - ASBA FGM, Edmonton, AB Nov 16-18, 2014	\$682.50	travel	PD course or registration fee
ASBA Fall General Meeting	Nov 16, 2014	Milage - Calgary to Edmonton Return Nov 16-18, 2014	\$300.00	travel	PD mileage
ASBA Fall General Meeting	Nov 16, 2014	Parking - ASBA FGM, Edmonton, AB Nov 16-	\$63.00	travel	PD general
ASBA Fall General Meeting	Nov 16, 2014	Accommodation - ASBA FGM, Edmonton, AB Nov 16-18, 2014	\$341.76	travel	PD accommodation
ASBA Fall General Meeting	Nov 16, 2014	Meals - ASBA FGM, Edmonton, AB Nov 16-18, 2014	\$23.06	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: Nov 26, 2014

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

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

Departure and Return Date Nov 16-18, 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
Registration/Conference Fees	682.50		682.50		
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		N/A
Parking – at Destination	63.00		63.00		
Accommodation					
2 Nights @ \$ 170.88 (Single Rate)	341.76		341.76		
Telecommunication Charges (Internet, Phone calls)					
Meals – Receipts required (Including tips, excluding meals covered by Conference or Others)					
0 Breakfast(s) (Maximum \$12.00 each)					
0 Lunch(es) (Maximum \$17.00 each)					
1 Dinner(s) (Maximum \$26.00 each)	23.06			23.06	
Other – Provide Details					
TOTAL COST OF TRIP	1410.32		1387.26		
AMOUNT DUE TO CLAIMANT / <CBE>				23.06	
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

DATE December 01, 2014

BILL TO:

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

RECEIVED

DEC 09 2014

CORPORATE FINANCE

Customer Number	P.O. NUMBER	TERMS		
CAL02		Due on Receipt		
DESCRIPTION	REQ.	UNIT PRICE	EXTENDED PRICE	
Fall General Meeting 2014 Attendee(s): P.King	1	650.00	650.00	
		NET AMOUNT	650.00	
		FREIGHT		
		G.S.T.	32.50	
		TOTAL DUE	\$682.50	



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>				
Employee ID:*		First Name:* Pamela	Last Name:* King, Trustee Wards 5 & 10	
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
16-11-14	ASBA Fall General Mtg.	Calgary	Edmonton	300
18-11-14		Edmonton	Calgary	300
The total weekly km must be entered into the timesheet in PeopleSoft.			Total Kilometres	600
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: cbeincoming@westcanadian.com				
Employee Signature:*		Time Approver Name:*		Janice Barkway
Employee Phone:*		403-817-7929	Time Approver Signature:*	
Date DD-MM-YY: *		Time Approver Phone:*	Date DD-MM-YY:*	
		403-817-7924	Nov 28/14	
<small>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.</small>				

UNION BANK INN

A CENTURY OF HISTORY · MODERN RENAISSANCE STYLE

GUEST
ACCOUNT

KING PAMELA
515-MACLEOD TRAIL SOUTH

CALGARY, AB
T2G 2L9
CALGARY BOARD OF EDUCATION
Room # Invoice #

Arrive 11/16/14 Depart 11/18/14

DATE	CLERK	DEPARTMENT	DESCRIPTION	AMOUNT
11/16/14	JAC	41-Tourism Le	On Room Charge	5.96
11/16/14	JAC	42-DMF		4.47
11/16/14	JAC	41-Tourism Le	On DMF	0.18
11/16/14	JAC	9-Parking Pa	UBI 24 Hrs	30.00
11/17/14	XXX	7-Madisons	103/2012	1.50
11/17/14	XXX	7-Madisons	103/2016/GST 0.25	5.70
11/17/14	JAC	2-Room Charg		149.00
11/17/14	JAC	41-Tourism Le	On Room Charge	5.96
11/17/14	JAC	42-DMF		4.47
11/17/14	JAC	41-Tourism Le	On DMF	0.18
11/17/14	JAC	9-Parking Pa	UBI 24 Hrs	30.00
11/18/14	OK	-Mastercard		-404.76
			GST On DMF	0.44
			GST On Parking Pass	3.00
			GST On Room Charge	14.90
			Tax Reg. # R897343794	
				0.00
BILLING INSTRUCTIONS			BALANCE DUE →	

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

THE UNDERGROUND
TAP & GRILL
10004 JASPER AVE
EDMONTON, AB T5J1R3
7804251880

DEBIT SALE

Server #:
MID:
TID: REF#: |
Batch #: RRN: | 18:12:41
11/16/14
Cust Ref#:
APPR CODE:
Trace:
DEBIT/CHEQUING

AMOUNT \$20.05
TIP \$3.01
TOTAL \$23.06

APPROVED

Interac
AID: A00000
TVR: 80 00 00
TS: 68 00

THANK YOU
PLEASE COME AGAIN

CUSTOMER COPY

Underground Tap & Grill
The Underground Tap & Grill
10004 Jasper Ave
780-425-1880
GST# 823839485

Date: Nov 16, 2014 18:09:43

Table:
TableTransId:
TransId:
Seats:
Server:

1 Steak Sandwich	14.00
1 Caesar Salad	2.00
1 Ice- Tea	3.25
Subtotal	19.25
GST	0.80
Total	20.05
Balance	20.05

Join us next month for our
Elysian Tap Take Over

www.undergroundtapandgrill.com
