

expense | monthly tracking report

claimant | Stewart, Amber
position | Trustee, Wards 12 & 14
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	Mileage - 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	\$336.56	travel	PD accommodation
ASBA Fall General Meeting	Nov 16, 2014	Meals - ASBA FGM, Edmonton, AB Nov 16-18, 2014	\$27.30	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 Amber Stewart, Trustee Wards 12 & 14

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 @ \$ <u>168.28</u> (Single Rate)	336.56		336.56		
Telecommunication Charges (Internet, Phone calls)					
Meals – Receipts required (Including tips, excluding meals covered by Conference or Others)					
Breakfast(s) (Maximum \$12.00 each)					
1 Lunch(es) (Maximum \$17.00 each)	9.45			9.45	
1 Dinner(s) (Maximum \$26.00 each)	17.85			17.85	
Other – Provide Details					
TOTAL COST OF TRIP	1409.36		1382.06		
AMOUNT DUE TO CLAIMANT / <CBE>				27.30	

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

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): A.Stewart	1	650.00	650.00	
		NET AMOUNT	650.00	
		FREIGHT G.S.T.	32.50	
		TOTAL DUE	\$682.50	

UNION BANK INN

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GUEST
ACCOUNT

STEWART AMBER

1221 8ST SW

CALGARY, AB

T2R0L4

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	sURFACE 24HRS	30.00
11/17/14	XXX	7-Madisons	103/2011	2.00
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	Surface 24 hours	30.00
11/18/14	JAC	Mastercard	PAYMENT THANK YOU	-399.56
			GST On DMF	0.44
			GST On Parking Pass	3.00
			GST On Room Charge	14.90
			Tax Reg. # R897343794	
BILLING INSTRUCTIONS				0.00
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

Underground Tap & Grill
 The Underground Tap & Grill
 10004 Jasper Ave
 780-425-1830
 GST# 823839485

UNIVERSITY BANK INK
 10050 ASPER AVENUE
 EDMONTON AB T5J1S5
 780-423-3600

Merchant ID: _____ Ref ID: _____
 Term ID: _____
 Clerk ID: _____

Date: Nov 16, 2014 13:09:43
 Table:
 TableTransId:
 TransId:
 Seats:
 Server:

Pre-Auth Compl

XXXXXXXXXX

Entry Method: Manual

1 Bison Burger 15.00
 1 Caesar Salad 2.00
 Subtotal 17.00
 GST 0.85
 Total 17.85
 Balance 17.85

11/18/14 06:46:08
 Inv #: _____ Appr Code:
 Apprvd: _____ Batch#: _____
 Original Pre-Auth Amount: \$ 400.05
 Total: \$ 399.56

Customer Copy

Join us next month for our
 Elysian Tap Take Over

www.undergroundtapandgrill.com

***** RECEIPT IS REPRINTED *****
 11/16/14 12:13:35
 SALE RECEIPT
 Store #4312 tko 11/16/14 12:12:49
 Subway Sandwiches & Salads
 2035 - 50 Avenue
 Red Deer AB T4R 1Z4
 403-343-6066
 Trans# Clerk Dwr TRDT
 Receipt # UC Reg-ID REG-MAIN
 --- ITEM --- QTY PRICE MEMO PLU
 ***** RECEIPT IS REPRINTED *****
 Ch3acRnh6 6r 1 TD\$ 5.7080cANY 1E774
 CHIPS 1 T \$ 1.40 1C020
 DR<-21oz 1 T \$ 1.90 1C002
 Rounding 1 \$ 0.00 55005
 SUBTOTAL \$ 9.00
 GST \$ 0.45
 TAKE-OUT **TOTAL \$ 9.45
 CredCardAMT TEND \$ 9.45
 CHANGE DUE\$ 0.00
 How'd we do? Get a FREE cookie
 Take 1 min. survey at www.tellsurvey.com
 ***** RECEIPT IS REPRINTED *****