

expense | monthly tracking report

claimant | Bowen-Eyre, Joy
position | Trustee, Wards 1 & 2
level | Board of Trustees
reporting period | May 1 to June 30, 2015
date of report | August-14-15



**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Mayor Nenshi Luncheon	05/20/2015	Mayor Naheed Nenshi Luncheon	\$50.00	other disclosed	PD food/non alcoholic beverage
Speech from the Throne	05/15/2015	Mileage - Calgary to Edmonton return	\$300.00	travel	BUS mileage
Bell Mobility Invoice	05/17/2015	Monthly Service Plan	\$55.56	other disclosed	telecom/cell phone
ASBA Spring General Mtg.	06/01/2015	Registration - ASBA SGM, Red Deer, AB June 1-2, 2015	\$630.00	travel	PD course or registration fee
ASBA Spring General Mtg.	06/01/2015	Accommodation - ASBA SGM, Red Deer, AB June 1-2, 2015	\$207.99	travel	PD accommodation
Bell Mobility Invoice	06/17/2015	Monthly Service Plan	\$54.53	other disclosed	telecom/cell phone

From:
Sent: May-05-15 9:08 AM
To:
Subject: Thank you for registering for Nenshi at the Canadian Club

Nenshi at the Canadian Club

Wednesday May 20, 2015 from 11:45 AM to 1:00 PM MDT

The Ranchmen's Club
710 - 13 Avenue SW
Calgary, AB T2R 0K9

Thank you again for registering for our May 20th luncheon featuring Mayor Naheed Nenshi. This email is confirmation of your successful registration. If any of the information displayed below is incorrect, please contact us as soon as possible.

View and print [my ticket\(s\)](#)

Personal Information

First Name:
Last Name:
Email Address:

Guest Information

First Name: Joy
Last Name: Bowen-Eyre

SOME NOTES ABOUT EVENTS

Please let us know below if you have any dietary (or other) special needs that we should be aware of ...

Payment Method: PayPal

Payment Summary

Name	Type	Quantity	Fee	Total
Dr. Judy Hehr	Member Luncheon Fee	1	\$50.00 CAD	\$50.00 CAD
Joy Bowen-Eyre	Guest of a Member (max 2)	1	\$50.00 CAD	\$50.00 CAD
Total				\$100.00 CAD



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:* Joy Last Name:* Bowen-Eyre, Chair, Wards 1 & 2

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
15-06-15	Speech from the Throne	Calgary	Edmonton	300
15-06-15		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:*	403-817-7928 ✓	Time Approver Signature:*	
Date DD-MM-YY: *	Time Approver Phone:*	Date DD-MM-YY:*	
	403-817-7924	13-06-15	

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.

Mobile

Bill Date: May 17, 2015

Joy Bowen-Eyre

Mobile Ref.

Trustees Office

Next Bill Date: June 17, 2015

CURRENT CHARGES

Monthly charges billed to Jun 16, 2015

Corporate Share plan 30-10 36M	\$30.00	
less 33.33% Promotional Discount	-10.00	20.00
Includes:		
3 Way Calling		
Call Forwarding		
Call Waiting		
250 Anytime minutes		0.00
Alberta Government 911 fee		0.44
Email& Internet BlackBerry 1GB	\$45.00	
less 33.33% Promotional Discount	-15.00	30.00
Bell to Bell Calling 10 - Mob	\$10.00	
less 100.00% Promotional Discount	-10.00	0.00
Corporate Data Flex USA		0.00
Business Anytime Unlmted. Nights & Wknds	\$10.00	
less 100.00% Promotional Discount	-10.00	0.00
Sharing Feature	\$5.00	
less 70.00% Promotional Discount	-3.50	1.50
Travel text saver	\$10.00	
less 100.00% Promotional Discount	-10.00	0.00
Message Centre & Call Display Bundle	\$12.00	
less 100.00% Promotional Discount	-12.00	0.00
6pm to 8pm Calling	\$7.00	
less 100.00% Promotional Discount	-7.00	0.00
Can-Can/US Text - Unlimited	\$15.00	
less 100.00% Promotional Discount	-15.00	0.00
Includes:		
Picture Messaging		
Image Messaging		
Incl. Messages		
Unlimited Incoming Messages		
\$1/MB US Data	\$10.00	
less 100.00% Promotional Discount	-10.00	0.00
US Roaming \$0.25/min		0.00

FOR YOUR INFORMATION...	
<u>Discount Summary</u>	
Total discounts	\$102.50
Total this month	\$102.50
<u>Usage Summary</u>	
	min:sec
Weekday	64:56
Total time used	64:56
<u>Event Summary</u>	
Total Events	14
Total this month	\$0.00
<u>Packet Plan Usage Summary</u>	
Total megabytes	173.5549
Total this month	\$0.00

Mobile

Bill Date: May 17, 2015

Joy Bowen-Eyre

Mobile Ref.

Trustees Office

Next Bill Date: June 17, 2015

1910

CURRENT CHARGES

Usage and long distance

250 Anytime minutes Local Calling

@\$.00/minute 64:56 min:sec 0.00

Email& Internet BlackBerry 1GB Data Usage

@\$.00/MB 173.5549 MB 0.00

Text message 14 events 0.00

Long distance 0.98

Taxes

GST 2.64

Total current charges \$55.56



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 25, 2015

Trustee's Name Joy Bowen-Eyre, Vice-Chair, Trustee, Wards 1 & 2

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

Departure and Return Date June 1-2 2015

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	630.00		630.00		
Travel Costs					
Airfare					
Insurance					
Rail/Bus					
Taxi/Shuttle Bus/Car Rental at Destination					
Personal Vehicle Km @ 50¢/Km (submit via PeopleSoft)					
Parking – at Destination					
Accommodation					
1 Nights @ \$ <u>207.99</u> (Single Rate)	207.99		207.99		
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)					
Dinner(s) (Maximum \$26.00 each)					
Other – Provide Details					
TOTAL COST OF TRIP	837.99		837.99		
AMOUNT DUE TO CLAIMANT / <CBE>					
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.

Payment Authorization

INVOICE

NUMBER

DATE June 15, 2015

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

BILL TO:

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

Customer Number	P.O. NUMBER	TERMS		
CAL02		Due on Receipt		
DESCRIPTION	REQ.	UNIT PRICE	EXTENDED PRICE	
Spring General Meeting 2015 Attendee(s): Joy Bowen-Eyre	1	600.00	600.00	
<p>Authorized Signature //</p> <p>Alias/PO Number</p> <p>FAX TO: (403) 294-8360</p> <p><i>Please</i></p>				
NET AMOUNT			600.00	
FREIGHT G.S.T.			30.00	
TOTAL DUE			\$630.00	

Sheraton Red Deer
 3310 50 Avenue
 Red Deer, AB T4N 3X9
 Canada
 Tel: 403-346-2091 Fax: 403-340-0255



Joy Bowen-eyre
 Alberta Teachers Association/s

Page Number : 1 Invoice Nbr
 Guest Number :
 Folio ID :
 Arrive Date : 01-JUN-15 17:46
 Depart Date : 02-JUN-15 09:23
 No. Of Guest : 1
 Room Number :
 Club Account : SPG - Axxxxxxx

Copy Invoice

Tax ID : R849702444

Sheraton Red Deer 10-JUN-15 13:21

Date	Reference	Description	Charges (CAD)	Credits (CAD)
01-JUN-15	DEPOSIT	Deposit Applied		-207.90
01-JUN-15	RT1114	Room Charge	189.00	
01-JUN-15	RT1114	GST Room Charge	9.54	
01-JUN-15	RT1114	Tourism Levy	7.56	
01-JUN-15	RT1114	Destination Marketing Fee	1.89	
02-JUN-15	gst	Adj Room Chrg Grp Association		-0.09
		** Total	207.99	-207.99
		*** Balance	-0.00	

GST Summary	GST# R849702444	Amount (CAD)
GST Room Revenue		9.54
GST Food & Beverage		0.00
GST Telephone		0.00
GST Other		0.00
Tell us about your stay www.sheraton.com/reviews		9.54

EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room Chgs	Food & Bev	Telephone	Other	Total	Payment
06-01-2015	207.99	0.00	0.00	-207.90	0.09	0.00
06-02-2015	-0.09	0.00	0.00	0.00	-0.09	0.00

Continued on the next page

Sheraton Red Deer
3310 50 Avenue
Red Deer, AB T4N 3X9
Canada
Tel: 403-346-2091 Fax: 403-340-0255



Joy Bowen-eyre
Alberta Teachers Association/s

Page Number : 2 Invoice Nbr :
Guest Number :
Folio ID :
Arrive Date : 01-JUN-15 17:46
Depart Date : 02-JUN-15 09:23
No. Of Guest : 1
Room Number :
Club Account : SPG - Axxxxxxx

Total	207.90	0.00	0.00	-207.90	0.00	0.00
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Mobile

Bill Date: June 17, 2015

Joy Bowen-Eyre

Mobile Ref.

Trustees Office

Next Bill Date: July 17, 2015

CURRENT CHARGES

Monthly charges billed to Jul 16, 2015

Corporate Share plan 30-10 36M	\$30.00	
less 33.33% Promotional Discount	-10.00	20.00
Includes: 3 Way Calling		
Call Forwarding		
Call Waiting		
250 Anytime minutes		0.00
Alberta Government 911 fee		0.44
Email& Internet BlackBerry 1GB	\$45.00	
less 33.33% Promotional Discount	-15.00	30.00
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less 70.00% Promotional Discount	-3.50	1.50
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Message Centre & Call Display Bundle	\$12.00	
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6pm to 8pm Calling	\$7.00	
less 100.00% Promotional Discount	-7.00	0.00
Can-Can/US Text - Unlimited	\$15.00	
less 100.00% Promotional Discount	-15.00	0.00
Includes: Picture Messaging		
Image Messaging		
Incl. Messages		
Unlimited Incoming Messages		
\$1/MB US Data	\$10.00	
less 100.00% Promotional Discount	-10.00	0.00
US Roaming \$0.25/min		0.00

FOR YOUR INFORMATION...	
Discount Summary	
Total discounts	\$102.50
Total this month	\$102.50
Usage Summary	
<i>min:sec</i>	
Weekday	45:23
Total time used	45:23
Event Summary	
Total Events	28
Total this month	\$0.00
Packet Plan Usage Summary	
Total megabytes	56.3338
Total this month	\$0.00

Mobile
Bill Date: June 17, 2015
Joy Bowen-Eyre
Mobile Ref.
Trustees Office

Next Bill Date: July 17, 2015

1937

CURRENT CHARGES

Usage and long distance

250 Anytime minutes Local Calling		
@\$.00/minute	45:23 min:sec	0.00
Email& Internet BlackBerry 1GB Data Usage		
@\$.00/MB	56.3338 MB	0.00
SmartTrust	5 events	0.00
Text message	10 events	0.00
Travel text saver Unlimited Incoming Messages		
	9 events	0.00
Can-Can/US Text - Unlimited Incl. Messages		
	4 events	0.00

Taxes

GST		2.59
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Total current charges		\$54.53
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