expense | monthly tracking report

claimant | Hehr, Judy

position | Trustee, Wards 8 & 9

level | Board of Trustees

reporting period | May 1 to June 30, 2015

date of report | August-14-15



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
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	Mileage - Calgary to Red Deer return June 1-2,	\$150.00	travel	PD mileage
ASBA Spring General Mtg.	06/01/2015	Accommodation - ASBA SGM, Red Deer, AB, June 1-2, 2015	\$207.99	travel	PD accommodation

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:

Dr. Judy

Last Name:

Hehr

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	Туре	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



GST Breakout Area

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.

oublimed to recounter any amore					
Details of Trip Please Print		Date: June 25, 2015			
Trustee's Name Judy Hehr, Truste	e Wards 8 &	. 9	1		
Purpose of Trip / Name of Conferen	ce: ASBA S	pring Genera	Destination: Red D	oor Alborta	
Departure and Return Date June 1	-2, 2015		_Destination: Red D	eer, 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	630.00		630.00		
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		N/A
Parking – at Destination					
Accommodation					
1 Nights @ \$ 207.99 (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	987.99		987.99		
AMOUNT DUE TO CLAIMANT / <cbe< td=""><td>></td><td></td><td></td><td></td><td></td></cbe<>	>				

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	U	
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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				
CAL02			Due on Receipt	EXTENDED	
DESCRIPTION		REQ.	UNIT PRICE		
Spring General Meeting 2015		1	600.00	600.00	
Attendee(s): Judy Hehr	FAX TO: (403) 2	neer 94-8360			
			NET AMOUNT	600.00	
			FREIGHT G.S.T.	30.00	
			TOTAL DUE	\$630.00	



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: Yo	our Employee Information To be co	ompleted by Employee		
Employee ID	* First Name:* Jud	y Last Name:* Hehr, V	ice-Chair & Trustee Wa	ards 8 & 9
Section 2: Tr	ip Details: To be completed by Emph trip on a separate row.	ployee Record the date, purpose	, beginning and ending loca	ations, and
Date DD-MM-YY	Purpose for Trip	Trip Starts From	Trip Ends At	Distance in km
01-06-15	ASBA SGM General Mtg.	Calgary	Red Deer	150
02-06-15		Red Deer	Calgary	150
The total week	dy km must be entered into the times	neet in PeopleSoft.	Total Kilometres	300
	be completed by Employee and Appeincoming@westcanadian.com	prover The approver must create	e a PDF copy of the comple	eted Travel Log
Employee Signature:*	postulated 1910 Constitution and the production of the production	Time Approver Name:*	Janice Barkwa	ny
Employee Phone:*	403-817-7932	Time Approver Signature:*		
Date DD-MM-Y	Time Approver Phone:* 403-817-7924	Date DD-MM-YY:*	ne 23/15	
management of per	n is collected under the authority of Alberta's Freedo sonnel and for the delivery of various Human Resot s of FOIP. If you have any questions about the FOII	irces programs at the Calgary Board of Ed	ucation. It will be treated in accord	ance with the privacy

and/or the use of the information, please contact the Employee Contact Centre at 1-877-353-2555.

Sheraton Red Deer 3310 50 Avenue Red Deer, AB T4N 3X9 Canada

Tel: 403-346-2091 Fax: 403-340-0255

Judy Hehr Page Number Invoice Nbr Alberta Teachers Association/s Guest Number Folio ID Arrive Date : 01-JUN-15 16:54

Depart Date : 02-JUN-15 07:57 No. Of Guest

Room Number Club Account

Copy Invoice

Tax ID : R849702444

Sheraton Red Deer 10-JUN-15 13:51

Date	Reference	Description	Charges (CAD)	Credits (CAD)
01-JUN-15	DEPOSIT	Deposit Applied		-207.90
01-JUN-15	RT209	Room Charge	189.00	
01-JUN-15	RT209	GST Room Charge	9.54	
01-JUN-15	RT209	Tourism Levy	7.56	
01-JUN-15	RT209	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
	GST Total	9.54

As a Starwood Preferred Guest, you could have earned 376 Starpoints for this visit. Please provide your member number or enroll today.

Tell us about your stay. www.sheraton.com/reviews

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



Judy Hehr

Alberta Teachers Association/s

Page Number

Guest Number Folio ID

Arrive Date
Depart Date
No. Of Guest

:

Room Number
Club Account

Invoice Nbr

16:54 07:57

02-JUN-15 1

01-JUN-15

EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room Chgs	Food & Bev	Telephone	Other	Total	Payment	Address have been been
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	
	_ =						
Total	207.90	0.00	0.00	-207.90	0.00	0.00	**