expense | monthly tracking report

claimant | King, Pamela

position | Trustee, Wards 5 & 10

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
ASBA Spring General Mtg.		Registration - ASBA SGM, Red Deer, AB June 1/2, 2015 (Attended an ASBA B of D Mtg. May 31, 2015)	\$630.00	travel	PD course or registration fee
ASBA Spring General Mtg.	06/01/2015	Mileage - Calgary to Red Deer return May 31 to June 2, 2015	\$150.00	travel	PD mileage
ASBA Spring General Mtg.	06/01/2015	Accommodation, ASBA SGM, Red Deer,	\$415.98	travel	PD accommodation
ASBA Spring General Mtg.	06/01/2015	Meals - ASBA SGM, Red Deer, AB May 31, 2015	\$30.40	travel	PD food/non alcoholic beverage



GST Breakout Area

Calgary Board | Trustee Professional Development and of Education | Travel & Subsistence Expense Report 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 Pamela King, Trus	stee Wards	5 & 10	I Manakina			
Purpose of Trip / Name of Conferent Departure and Return Date May 31	ce: <u>ASBA S</u> -June 2, 201	pring Genera 15	_Destination: Red D	eer. Alberta		
Departure and Return Date May of	00110 2, 20		_Destination			
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						
2 Nights @ \$ 207.99 (Single Rate)	415.98		415.98			
Telecommunication Charges (Internet, Phone calls)						
Meals - Receipts required		<u> </u>				
(Including tips, excluding meals covered by Conference or Others)						
1 Breakfast(s) (Maximum \$12.00 each)	12.90		12.00	<.90>		
Lunch(es) (Maximum \$17.00 each)						
1 Dinner(s) (Maximum \$26.00 each)	18.40		18.40		·	
Other – Provide Details						
TOTAL COST OF TRIP	1227.28		1226.38			
AMOUNT DUE TO CLAIMANT / <cbe< td=""><td></td><td><.90> Paid Ch</td><td>eque # 151</td></cbe<>		<.90> Paid Ch	eque # 151			

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 regislation, 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	-/	\)	Páyment 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	
ESCRIPTION		REQ.	UNIT PRICE	EXTENDED PRICE
pring General Meeting 2015		1	600.00	600.00
illendee(s): amela King				
	Authorized Signal Alido/FU Nullip FAX TO: (403) 294	1-8360		
			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: Y	our Er	mployee Information To be con	mpleted by Employee			
Employee ID):*	First Name:* Pa	mela Last Name	* King, Trustee Wards 5	& 10	
Section 2: T	rip De	tails: To be completed by Emplor a separate row.	oyee Record the date, purpo	ose, beginning and ending loc	ations, and	
Date DD-MM-YY	Purp	ose for Trip	Trip Starts From	Trip Ends At	Distance in km	
31-05-15	ASE	BA Spring General Mtg.	Calgary	Red Deer	150	
02-06-14			Red Deer	Calgary	150	
The total wee	klv km	must be entered into the timesh	eet in PeopleSoft.	Total Kilometres	300	
Section 3: T	o be c	ompleted by Employee and App			71.116 OK 1512 BEISEN 61.72	
Employee Signature:*			Time Approver Nan	ne:* Janice Barkw	ay	
Employee Phone:*	1ployee 403-817-7929		Time Approver Sign	Time Approver Signature:*		
Date DD-MM-Y		Time Approver Phone:* 403-817-7924		ene 23/15	~ <u> </u>	
management of per protection provision	ersonnel a	ected under the authority of Alberta's Freedor and for the delivery of various Human Resour IP. If you have any questions about the FOIP nation, please contact the Employee Contact (ces programs at the Calgary Board of Act, please access http://www.cbe.a	of Education. It will be treated in accor-	dance with the privacy	

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

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



Invoice Nbr

16:21

08:34

0.00

0.00

20.66

Pamela King Page Number 1 1221 8 ST SW Guest Number : CALGARY, AB T2R 0L4 Folio ID Canada Arrive Date : 31-MAY-15 Depart Date : 02-JUN-15 No. Of Guest : 1 Room Number Club Account : SPG - Axxxxx

Copy Tax Invoice

Tax ID : R849702444

Sheraton Red Deer	02-JUN-15	08:40	CLAMAN

GST Telephone

Tell us about your stay@@wwT.stadraton.com/reviews

GST Other

Date	Reference	Description	Charges (CAD)	Credits (CAD)
31-MAY-15	0084	VLT Lounge	18.40	
31-MAY-15	RT1012	Room Charge	189.00	
31-MAY-15	RT1012	GST Room Charge	9.54	
31-MAY-15	RT1012	Tourism Levy	7.56	
31-MAY-15	RT1012	Destination Marketing Fee	1.89	
01-JUN-15	0010	Barbero's	17.90	
01-JUN-15	0010	To Sales & Promo		-5.00
01-JUN-15	RT1012	Room Charge	189.00	
01-JUN-15	RT1012	GST Room Charge	9.54	
01-JUN-15	RT1012	Tourism Levy	7.56	
01-JUN-15	RT1012	Destination Marketing Fee	1.89	
02-JUN-15	MC	MasterCard / Diners Intl		-447.28
		** Total	452.28	-452.28
		*** Balance	0.00	
GST Summa	ry GST# I	R849702444		Amount (CAD)
(GST Room Reve	nue		19.08
(GST Food & Bev	erage		1.58

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

Sheraton HOTELS & RESORTS

Pamela King 1221 8 ST SW

CALGARY, AB T2R 0L4

Canada

Page Number

Guest Number

Folio ID

Arrive Date
Depart Date

: 31-MAY-15 : 02-JUN-15

2

16:21 08:34

Invoice Nbr

No. Of Guest : 1

Room Number

Club Account

: SPG - Axxxx

EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room Chgs	Food & Bev	Telephone	Other	Total	Payment	
05-31-2015	207.99	18.40	0.00	0.00	226.39	0.00	
06-01-2015	207.99	17.90	0.00	-5.00	220.89	0.00	
06-02-2015	0.00	0.00	0.00	0.00	0.00	-447.28	
Total	415.98	36.30	0.00	-5.00	447.28	-447.28	
		~		N			
		-0 00	= 00	0 = 41	17 28		
	4	5 d. do	- 5.				

SHERATON HOTEL RED DEER BARBEROS GST#84970244

OO1Oa Table 2 #Party 1 NAOMI N SyrCk: 7:38a 06/01/15 BARBEROS
1 BREAKFAST BUFFET 15.50 Sub Total: 15.50
Sub Total: 15.50 GST : 0.78 06/01 7:48a101AL: 16.28

TOTAL: 17.90 NAME: KING
SIGNATURE:
ROOM #: PLEASE PAY SERVER!
CBE Moximum claim is \$12.00 for Breakfost

SHERATON HOTEL RED DEER VLT LOUNGE GST# 8497 02444RT0017

OO84a-4 Table 958 #Party O P.M. V SvrCk: 5.33p 05/31/15 VLT LOUNGE

1 STEAK SANDWICH, add mushrooms (1.50), sub caesar (1.50) 16.00 Sub Total: 16.00

Sub Total: 16.00 GST : 0.80 05/31 b:25pTOTAL: 16.80

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

GRATUITY: TOTAL: 18,40 1E: KING.

SIGNATURE:

ROOM #:_____PLEASE PAY SERVER!