

expense | monthly tracking report

claimant | Stewart, Amber
position | Trustee, Wards 12 & 14
level | Board of Trustees
reporting period | November 1 to December 31, 2015
date of report | February-12-16



**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
ASBA Fall General Meeting	Nov 15, 2015	Registration - ASBA FGM, Edmonton, AB Nove 15-17, 2015	\$708.75	travel	PD course or registration fee
ASBA Fall General Meeting	Nov 15, 2015	Mileage - Calgary to Edmonton return, Nov 15-17, 2015	\$300.00	travel	PD mileage
ASBA Fall General Meeting	Nov 15, 2015	Parking - ASBA FGM, Edmonton, AB Nov 15-	\$60.90	travel	PD general
ASBA Fall General Meeting	Nov 15, 2015	Accommodation - ASBA FGM, Edmonton, AB Nov 15-17, 2015	\$359.26	travel	PD accommodation
ASBA Fall General Meeting	Nov 15, 2015	Meals - ASBA FGM, Edmonton, AB Nov 15-17, 2015	\$39.59	travel	PD food/non alcoholic beverage



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 25, 2015

Trustee's Name A. Stewart, Vice-Chair, Trustee, Wards 12 & 14

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

Departure and Return Date Nov 15-17, 2015

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	708.75		708.75		
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		
Parking – at Destination	60.90		60.90		
Accommodation					
2 Nights @ \$ <u>179.63</u> (Single Rate)	359.26		359.26		
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)					
2 Dinner(s) (Maximum \$26.00 each)	39.59			39.59	
Other – Provide Details					
TOTAL COST OF TRIP	1468.50		1428.91		
AMOUNT DUE TO CLAIMANT / <CBE>				39.59	

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

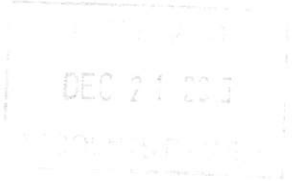


Alberta School Boards
Association

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

BILL TO:

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



(403) 817-7933 Ext.

INVOICE

NUMBER

DATE December 07, 2015

Customer Number	P.O. NUMBER	TERMS
CAL02		Due on Receipt

DESCRIPTION	REQ.	UNIT PRICE	EXTENDED PRICE
Fall General Meeting 2015 Attendee(s): A. Stewart	1	675.00	675.00
	26-1		

NET AMOUNT 675.00

FREIGHT
G.S.T. 33.75

TOTAL DUE \$708.75

The Westin Edmonton
 10135 100 St
 Edmonton, AB T5J 0N7
 Canada
 Tel: 780-426-3636 Fax: 780-428-1454



Amber Stewart
 1221 8th St. S.w
 Calgary, AB T2R 0L4
 Canada

Page Number : 1 Invoice Nbr
 Guest Number :
 Folio ID : A
 Arrive Date : 15-NOV-15 14:50
 Depart Date : 17-NOV-15 08:31
 No. Of Guest :
 Room Number :
 Club Account :

Copy Tax Invoice

Tax ID : 815461330RT0001

The Westin Edmonton 17-NOV-15 08:40 SHUAKAD

Date	Reference	Description	Charges (CAD)	Credits (CAD)
15-NOV-15	DEPOSIT	Deposit Applied		-179.63
15-NOV-15	RT1914	Room Charge	160.00	
15-NOV-15	RT1914	GST	8.24	
15-NOV-15	RT1914	Destination Marketing Fee	4.80	
15-NOV-15	RT1914	Tourism Levy	6.59	
15-NOV-15	RT1914	Parking Self	29.00	
15-NOV-15	RT1914	GST	1.45	
16-NOV-15	RT1914	Room Charge	160.00	
16-NOV-15	RT1914	GST	8.24	
16-NOV-15	RT1914	Destination Marketing Fee	4.80	
16-NOV-15	RT1914	Tourism Levy	6.59	
16-NOV-15	RT1914	Parking Self	29.00	
16-NOV-15	RT1914	GST	1.45	
17-NOV-15	MC	Mastercard		-240.53
		** Total	420.16	-420.16
		*** Balance	0.00	

Continued on the next page

The Westin Edmonton
 10135 100 St
 Edmonton, AB T5J 0N7
 Canada
 Tel: 780-426-3636 Fax: 780-428-1454



Amber Stewart
 1221 8th St. S.w
 Calgary, AB T2R 0L4
 Canada

Page Number : 2 Invoice Nbr
 Guest Number :
 Folio ID : A
 Arrive Date : 15-NOV-15 14:50
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 No. Of Guest :
 Room Number :
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EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room	GST	Tour Levy	Food/Bev	Phone	Other	Total	Payment
11-15-2015	160.00	8.24	6.59	0.00	0.00	-144.38	30.45	0.00
11-16-2015	160.00	8.24	6.59	0.00	0.00	35.25	210.08	0.00
11-17-2015	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-240.53
Total	320.00	16.48	13.18	0.00	0.00	-109.13	240.53	-240.53

 CHECK # 425498 DATE 11/16/15
 TABLE # 151 TIME 7:17PM

 -- DINING : LYDIA --
 SEAT# ITEMS ORDERED AMOUNT
 6 BAC/BLUE CHEESE BURGER 17.00
 \$sub yam fries 2.50
 SUBTOTAL 19.50
 GST 0.98

 20.48
 TOTAL 20.48

 SUBTOTAL 19.50
 GST 0.98

 TOTAL DUE 20.48

 0.02
 ROUNDED TOTAL 20.50

OF GUESTS 1

New Year's Eve 2016
 Brewmaster's Dinner & Dance
 Tickets Now on Sale!
 Ask your server for details
 or visit us online at
 CRAFTbeermarket.ca
 780.424.BEER(2337)

GST# 843991241 RT0001

 CHECK # 425274 DATE 11/15/15
 TABLE # 103 TIME 6:56PM

 -- DINING : GABRIEL --
 SEAT# ITEMS ORDERED AMOUNT
 2 DIET PEPSI 3.25
 BAJA FISH TACOS APP 8.00
 \$small yam fries 6.95
 SUBTOTAL 18.20
 GST 0.91

 19.11
 TOTAL 19.11

 SUBTOTAL 18.20
 GST 0.91

 TOTAL DUE 19.11

 -0.01
 ROUNDED TOTAL 19.10

OF GUESTS 1

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GST# 843991241 RT0001