

expense | monthly tracking report

claimant | Ferguson, Lynn
position | Trustee, Wards 3 & 4
level | Board of Trustees
reporting period | May 1 to June 30, 2016
date of report | August-15-16



**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
ASBA Spring General Mtg. Red Deer, AB	06/05/16	Registration Fee - ASBA SGM, June 5/6 2016	\$262.50	travel	conferences & workshops
ASBA Spring General Mtg. Red Deer, AB	06/05/16	Mileage - Calgary to Red Deer Return, June 5/6 2016	\$150.00	travel	BUS mileage
ASBA Spring General Mtg. Red Deer, AB	06/05/16	Accommodation - June 5/6 2016	\$175.04	travel	BUS accommodation
ASBA Spring General Mtg. Red Deer, AB	06/05/16	Meals - June 5 2016	\$20.99	travel	BUS food/non alcoholic beverage
ASBA Spring General Mtg. Red Deer, AB	06/05/16	Meal Tip Room Charge - June 5 2016	\$3.00	travel	BUS 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: June 22, 2016

Trustee's Name Lynn Ferguson, Trustee, Wards 3 & 4

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

Departure and Return Date June 5-6 2016

Destination: Red Deer, 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	262.50		262.50		Invoiced
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		
Parking – at Destination					
Accommodation					
1 Nights @ \$ <u>175.04</u> (Single Rate)	175.04		175.04		
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)					
1 Dinner(s) (Maximum \$26.00 each)	20.99			20.99	
Other – Provide Details	3.00 R/C		3.00 TIP/RC		
TOTAL COST OF TRIP	611.53		590.54		

AMOUNT DUE TO CLAIMANT / <CBE>

20.99

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 June 20, 2016

BILL TO:

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

(403) 817-7933 Ext.

Customer Number	P.O. NUMBER	TERMS		
CAL02		Due on Receipt		
DESCRIPTION	REQ.	UNIT PRICE	EXTENDED PRICE	
Spring General Meeting 2016 Attendee(s): L.Ferguson <i>L.Ferguson</i>	1	250.00	250.00	
		NET AMOUNT	250.00	
		FREIGHT G.S.T.	12.50	
		TOTAL DUE	\$262.50	

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



Lynn Ferguson

Page Number : 1 Invoice Nbr :
 Guest Number :
 Folio ID : A
 Arrive Date : 05-JUN-16 17:33
 Depart Date : 06-JUN-16 08:20
 No. Of Guest : 1
 Room Number :
 Club Account :

Tax Invoice

Tax ID : R849702444

Sheraton Red Deer 06-JUN-16 08:30 KATHSAR

Date	Reference	Description	Charges (CAD)	Credits (CAD)
05-JUN-16	0056	VLT Lounge	3.00	
05-JUN-16	RT507	Room Chrg Grp Association	159.00	
05-JUN-16	RT507	GST Room Charge	8.03	
05-JUN-16	RT507	Tourism Levy	6.42	
05-JUN-16	RT507	SRD Destination Marketing	1.59	
06-JUN-16	MC	MasterCard / Diners Intl		-178.04
** Total			178.04	-178.04
*** Balance			0.00	

GST Summary	GST# R849702444	Amount (CAD)
GST Room Revenue		8.03
GST Food & Beverage		0.14
GST Telephone		0.00
GST Other		0.00
GST Total		8.17

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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



Lynn Ferguson

Page Number : 2 Invoice Nbr :
 Guest Number :
 Folio ID : A
 Arrive Date : 05-JUN-16 17:33
 Depart Date : 06-JUN-16 08:20
 No. Of Guest : 1
 Room Number :
 Club Account :

EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room Chgs	Food & Bev	Telephone	Other	Total	Payment
06-05-2016	175.04	3.00	0.00	0.00	178.04	0.00
06-06-2016	0.00	0.00	0.00	0.00	0.00	-178.04
Total	175.04	3.00	0.00	0.00	178.04	-178.04

East Side Mario's
2004 50 Avenue
Red Deer, AB, T4R 3A2
HST 802095604RT0001

15 Sienna T

Tbl 22/1 Chk 4028 Gst 1
 Jun05'16 07:16PM
 *** Memo Check ***

Dining Room
Seat:5

1 Scallop Carb	19.99
Subtotal	19.99
GST	1.00
Total Due	20.99

Rounded if Paying Cash \$21.00

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feedback right from your phone!

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into your mobile browser

Thank you for your time.
