

expense | monthly tracking report

claimant | Hurdman, Trina
position | Trustee, Wards 6 & 7
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 | 06/06/16 | Registration Fee - ASBA SGM, June 6 2016 | \$262.50 | travel | conferences & workshops |
| | | | | | |



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 Trina Hurdman Trustee, Wards 6 & 7

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

Departure and Return Date June 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 Km @ 50¢/Km (submit via PeopleSoft) | | | | | N/A |
| Parking – at Destination | | | | | |
| Accommodation | | | | | |
| Nights @ \$ (Single Rate) | | | | | |
| 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 | 262.50 | | 262.50 | | |

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.

Claimant's Signature

Payment Authorization



INVOICE

NUMBER

DATE June 20, 2016

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.

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