

expense | monthly tracking report

claimant | King, Pamela
position | Trustee, Wards 5 & 10
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
Calgary Bridge Foundation for Youth Awards	06/03/16	CBFY Achievements Awards Gala, June 03 2016	\$159.60	other disclosed	PD food/non alcoholic beverage
ASBA Spring Gernerl Mtg. Red Deer, AB	06/05/16	Registration Fee - ASBA SGM, June 5/7 2016	\$656.25	travel	conferences & workshops
ASBA Spring Gernerl Mtg. Red Deer, AB	06/05/16	Mileage - Calgary to Red Deer Return, June 5/7 2016	\$150.00	travel	BUS mileage
ASBA Spring General Mtg. Red Deer, AB	06/05/16	Accommodation - June 5/7 2016	\$350.08	travel	BUS accommodation
ASBA Spring General Mtg. Red Deer, AB	06/05/16	Meals - June 5 2016	\$16.75	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 Pamela King, Trustee Wards 5 & 10

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

Departure and Return Date June 5-7, 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	656.25		656.25		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					
2 Nights @ \$ 175.04 (Single Rate)	350.08		350.08		
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)	16.75			16.75	
Other – Provide Details					
TOTAL COST OF TRIP	1173.08		1156.33		
AMOUNT DUE TO CLAIMANT / <CBE>				16.75	

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

Sheraton Red Deer
 3310 50 Avenue
 Red Deer, AB T4N 3X9
 403-346-2091
<http://www.starwood.com>



Pamela King

Page Number 1
 Guest Number
 Folio ID A
 No. Of Guest 1
 Room Number
 Arrive Date 05-JUN-16
 Depart Date 07-JUN-26

Invoice

Tax Identification R849702444

Date	Reference	Description	Charges	Credits
05-JUN-2016	RT1301	Room Charge	\$159.00	
05-JUN-2016	RT1301	Tourism Levy	\$6.42	
05-JUN-2016	RT1301	SRD Destination Marketing	\$1.59	
05-JUN-2016	RT1301	GST Room Charge	\$8.03	
06-JUN-2016	RT1301	Room Charge	\$159.00	
06-JUN-2016	RT1301	Tourism Levy	\$6.42	
06-JUN-2016	RT1301	SRD Destination Marketing	\$1.59	
06-JUN-2016	RT1301	GST Room Charge	\$8.03	
07-JUN-2016	MC	MasterCard		-350.08
** Total			\$350.08	
** Balance				-0.00

For your convenience, we have prepared this zero-balance folio indicating a \$0 balance on your account. Please be advised that any charges not reflected on this folio will be charged to the credit card on file with the hotel. While this folio reflects a \$0 balance, your credit card may not be charged until after your departure. You are ultimately responsible for paying all of your folio charges in full.

ASBA SGM.

SILKATON HOTEL
RED DEER
VLT LOUNGE GST# 8497
02444RT0017

TABLE 1 Table 007 Party 1
P.M. V SVRCK: 0 5 26p 06/05/16
VLT LOUNGE

1 STEAK FEATURE,
add mushrooms (2.00) 13.95
Sub Total: 13.95

Sub total: 13.95
GST : 0.70
06/05 5.59p TOTAL: 14.65

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

GRATUITY: 2.10

TOTAL: 16.75

NAME: KING

SIGNATURE:

ROOM #:

PLEASE PAY SERVER!



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): P King <i>Plaza</i>	1	625.00	625.00
NET AMOUNT			625.00
FREIGHT G.S.T.			31.25
TOTAL DUE			656.25

Subject:

FW: Order Confirmation for 2016 CBFY Youth Achievement Awards

From: Eventbrite [mailto:orders@eventbrite.com]

Sent: May-19-16 9:50 AM

To:

Subject: Order Confirmation for 2016 CBFY Youth Achievement Awards



Hi Pamela, this is your order confirmation for
2016 CBFY Youth Achievement Awards

Message from Organizer

The event organizer has provided the following information:

Event information

The Calgary Bridge Foundation for Youth Annual Awards Ceremony is CBFY's signature event, providing the opportunity for immigrant youth to be recognized for their achievements by receiving scholarships for postsecondary education, and the ability to raise valuable funds to further empower immigrant families and youth in Calgary and some of the greater communities we serve.

On June 3, 2016, you will hear inspiring stories of immigrants who have come from all over the world to make a better life for themselves and their families. Several scholarship award winners will speak about the impact CBFY has had on their ability to settle and thrive in Canadian society. Throughout the evening, attendees will be immersed in a variety of cultural performances highlighting the bridge between various countries of origin, and the incredible journeys of families and youth into Canada and

the local community.

WHEN

Friday, 3 June 2016 from 6:00 PM to 9:30 PM (MST)

WHERE

Hyatt Regency Calgary - 700 Centre Street South Calgary, AB

We ask our guests to **arrive at 6:00pm** to visit the registration area, and have the opportunity to review the collection of stunning and unique items that will be showcased in our silent auction. Our **program** will start promptly at **7:00pm**.

You do not require a ticket for entrance. Your name will be held at our registration desk, so please be sure to check in upon arrival. We will be posting our full evening program on our website once it becomes available, and can be found at www.cbfy.ca

Dress code: Formal

We look forward to seeing you on June 3rd!

Have a question? Contact the organizer at donate@cbfy.ca

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Order Summary

19 May 2016

Order #:

Name	Type	Quantity	Price
Pamela King	Single Ticket	1	\$159.60

TOTAL \$159.60

Charged to MasterCard - XXXX-XXXX-XXXX

This charge will appear on your card statement as EB *2016 CBFY Youth Ac

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[Café Policy](#)

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