

expense | monthly tracking report

claimant | Hrdlicka, Julie
position | Trustee, Wards 11 & 13
level | Board of Trustees
reporting period | November 1 to December, 2016
date of report | February-10-17



**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
ASBA FGM - Edmonton	11/20/16	Registration Fee - ASBA FGM Nov 20/22 2016	\$735.00	travel	conferences & workshops
ASBA FGM - Edmonton	11/20/16	Mileage - Calgary to Edmonton Return	\$300.00	travel	BUS mileage
ASBA FGM - Edmonton	11/20/16	Parking - Edmonton	\$63.00	travel	BUS general
ASBA FGM - Edmonton	11/20/16	Accommodation - Nov 20/22 2016	\$446.84	travel	BUS accommodation



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: Dec 06, 2016

Trustee's Name Julie Hrdlicka, Trustee Wards 11 & 13

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

Departure and Return Date November 20-22 2016 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	735.00		735.00		Invoiced
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	63.00		63.00		
Accommodation					
2 Nights @ \$ <u>223.42</u> (Single Rate)	446.84		446.84		
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	1544.84		1544.84		

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

A · S · B · A
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

NUMBER

DATE December 06, 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
Fall General Meeting 2016 Attendee(s): J.Hrdlicka	1	700.00	700.00
		NET AMOUNT	700.00
		FREIGHT G.S.T.	35.00
		TOTAL DUE	\$735.00



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: Your Employee Information *To be completed by Employee*

Employee ID:* _____ **First Name:*** Julie **Last Name:*** Hrdlicka, Trustee Wards 11 & 13

Section 2: Trip Details: *To be completed by Employee* Record the date, purpose, beginning and ending locations, and distance of each trip on a separate row.

Date DD-MM-YY	Purpose for Trip	Trip Starts From	Trip Ends At	Distance in km
20/11/16	ASBA FGM	Calgary	Edmonton	300
22/11/16		Edmonton	Calgary	300

The total weekly km must be entered into the timesheet in PeopleSoft. **Total Kilometres** 600

Section 3: *To be completed by Employee and Approver* The approver must create a PDF copy of the completed Travel Log and send to: cbeincoming@westcanadian.com - sent Dec 9 - 2016

Employee Signature:* _____ **Time Approver Name:*** Janice Barkwav

Employee Phone:* 403-817-7927 **Time Approver Signature:*** _____

Date DD-MM-YY: * _____ **Time Approver Phone:*** 403-817-7924 **Date** DD-MM-YY: * _____

Personal information is collected under the authority of Alberta's Freedom of Information and Protection of Privacy Act (FOIP). This information will be used for the management of personnel and for the delivery of various Human Resources programs at the Calgary Board of Education. It will be treated in accordance with the privacy protection provisions of FOIP. If you have any questions about the FOIP Act, please access <http://www.cbe.ab.ca/legal/foip>. If you have any questions about this form and/or the use of the information, please contact the Employee Contact Centre at 1-877-353-2555.

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



Julie Hrdlicka
 Alberta Teachers Association

Page Number : 1 Invoice Nbr :
 Guest Number :
 Folio ID : A
 Arrive Date : 20-NOV-16 15:46
 Depart Date : 22-NOV-16
 No. Of Guest : 1
 Room Number :
 Club Account :

Information Invoice

Tax ID : 815461330RT0001
 The Westin Edmonton 22-NOV-16 04:43 9999

Date	Reference	Description	Charges (CAD)	Credits (CAD)
20-NOV-16	DEPOSIT	Deposit-MC-		-446.83
20-NOV-16	RT1303	Room Charge	199.00	
20-NOV-16	RT1303	GST	10.25	
20-NOV-16	RT1303	Destination Marketing Fee	5.97	
20-NOV-16	RT1303	Tourism Levy	8.20	
20-NOV-16	RT1303	Parking Self	30.00	
20-NOV-16	RT1303	GST	1.50	
21-NOV-16	RT1303	Room Charge	199.00	
21-NOV-16	RT1303	GST	10.25	
21-NOV-16	RT1303	Destination Marketing Fee	5.97	
21-NOV-16	RT1303	Tourism Levy	8.20	
21-NOV-16	RT1303	Parking Self	30.00	
21-NOV-16	RT1303	GST	1.50	
22-NOV-16	MC	Mastercard		-63.01
** Total			509.84	-509.84
*** Balance			0.00	

Continued on the next page

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



Julie Hrdlicka
Alberta Teachers Association

Page Number	:	2	Invoice Nbr
Guest Number	:		
Folio ID	:	A	
Arrive Date	:	20-NOV-16	15:46
Depart Date	:	22-NOV-16	
No. Of Guest	:	1	
Room Number	:		
Club Account	:		

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.

BETTER BALANCE - The soothing scent of White Tea revitalizes and uplifts from the moment you step through our doors. Enhance any environment by taking our signature scent home with you. Learn more at westin.com/store

As a Starwood Preferred Guest, you could have earned 796 Starpoints for this visit. Please provide your member number or enroll today.

Tell us about your stay. www.westin.com/reviews

Continued on the next page

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



Julie Hrdlicka
 Alberta Teachers Association

Page Number : 3 Invoice Nbr
 Guest Number :
 Folio ID : A
 Arrive Date : 20-NOV-16 15:46
 Depart Date : 22-NOV-16
 No. Of Guest : 1
 Room Number :
 Club Account :

EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room	GST	Tour Levy	Food/Bev	Phone	Other	Total	Payment
11-20-2016	199.00	10.25	8.20	0.00	0.00	-409.36	-191.91	0.00
11-21-2016	199.00	10.25	8.20	0.00	0.00	37.47	254.92	0.00
Total	398.00	20.50	16.40	0.00	0.00	-371.89	63.01	0.00