

expense | monthly tracking report

claimant | Stewart, Amber
position | Trustee, Wards 12 & 14
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	\$43.05	travel	BUS general
ASBA FGM Edmonton	11/20/16	Accommodation - Nov 21/22 2016	\$223.42	travel	BUS accommodation
ASBA FGM Edmonton	11/20/16	Meals - Nov 21 2016	\$19.44	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: Dec 06, 2016

Trustee's Name Amber Stewart, Trustee Wards 12 & 14

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

Departure and Return Date November 21-22 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	43.05		43.05		
Accommodation					
1 Nights @ \$ <u>223.42</u> (Single Rate)	223.42		223.42		
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)	19.44		19.44		
Other – Provide Details					
TOTAL COST OF TRIP	1320.91		1320.91		

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

December 06, 2016

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

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): A.Stewart	1	700.00	700.00	
		NET AMOUNT	700.00	
		FREIGHT G.S.T.	35.00	
		TOTAL DUE	\$735.00	

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

WESTIN®

HOTELS & RESORTS

Amber Stewart
 Alberta Teachers Association/s

Page Number : 1 Invoice Nbr
 Guest Number :
 Folio ID : D
 Arrive Date : 21-NOV-16 16:47
 Depart Date : 22-NOV-16 12:48
 No. Of Guest : 1
 Room Number :
 Club Account :
 AR Account :

Copy

Tax ID : 815461330RT0001

The Westin Edmonton 30-NOV-16 10:30 KMARIANO

Date	Reference	Description	Charges (CAD)	Credits (CAD)
21-NOV-16	1062	In Room Dining	19.44	
21-NOV-16	RT1015	Parking Valet	41.00	
21-NOV-16	RT1015	GST	2.05	
21-NOV-16	DEPOSIT	Deposit-MC-		-446.83
21-NOV-16	RT1015	Room Charge	199.00	
21-NOV-16	RT1015	GST	10.25	
21-NOV-16	RT1015	Destination Marketing Fee	5.97	
21-NOV-16	RT1015	Tourism Levy	8.20	
22-NOV-16	A/R Trans	Transfer to A/R	160.92	
** Total			446.83	-446.83
*** Balance			0.00	

Handwritten notes:
 -446.83 Credit
 239.92

KIDS EAT WELL AT WESTIN - Discover kids' meals that are as delicious as they are nutritious with the Westin Eat Well-Menu for Kids, developed with Superchefs(TM) to make kids and parents happy. Learn more at westin.com/eatwell

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
 Alberta Teachers Association/s

Page Number : 2 Invoice Nbr
 Guest Number :
 Folio ID : D
 Arrive Date : 21-NOV-16 16:47
 Depart Date : 22-NOV-16 12:48
 No. Of Guest : 1
 Room Number :
 Club Account :
 AR Account :

As a Starwood Preferred Guest, you could have earned 0 Starpoints for this visit. Please provide your member number or enroll today.

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

EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room	GST	Tour Levy	Food\Bev	Phone	Other	Total	Payment
11-21-2016	199.00	10.25	8.20	19.44	0.00	-397.81	-160.92	0.00
11-22-2016	0.00	0.00	0.00	0.00	0.00	160.92	160.92	0.00
Total	199.00	10.25	8.20	19.44	0.00	-236.89	0.00	0.00

Check Detail

Check	Table	Check Opened	Minutes	Check Closed	Guests	Reference Info	Location	Employee
062	1015	21.11.2016 21:11	14.08	21.11.2016 21:25	1	stewart	91079 - Westin Edmonton	Santanu Misra
		21.11.16 21:12	1	Delivery Charge / Tray C		5.00	In Room Dining	Elizabeth Gebre
		21.11.16 21:12	1	Club Sandwich		17.00	In Room Dining	Elizabeth Gebre
		21.11.16 21:12	1	Reg Fries			In Room Dining	Elizabeth Gebre
		21.11.16 21:12	1	*NO*			In Room Dining	Elizabeth Gebre
		21.11.16 21:12	1	Tomato			In Room Dining	Elizabeth Gebre
		21.11.16 21:12	1	Coke		3.00	In Room Dining	Elizabeth Gebre
		21.11.16 21:14					In Room Dining	Santanu Misra
		21.11.16 21:14		15% IRD Service Charge		3.75	In Room Dining	Santanu Misra
		21.11.16 21:14		15.00 %			In Room Dining	Santanu Misra
		21.11.16 21:12		Executive Credit		(15.00)	In Room Dining	Santanu Misra
		21.11.16 21:25		Roomposting		19.44	In Room Dining	Santanu Misra
		21.11.16 21:25					In Room Dining	Santanu Misra
		21.11.16 21:25		Charged Tip Only		5.00	In Room Dining	Santanu Misra
		21.11.16 21:25		STEWART, AMBER			In Room Dining	Santanu Misra
		21.11.16 21:25					In Room Dining	Santanu Misra
				Sub Total		10.00		
				Tax		0.69		
				Service Charge		8.75		
				Check Total		19.44		