

## expense | monthly tracking report

claimant | King, Pamela

position | Trustee, Wards 5 & 10

level | Board of Trustees

reporting period | September 1 to October 31, 2016

date of report | December-09-16



**Calgary Board  
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Leadership & Law Workshop	10/01/16	Registration Fee	\$156.45	other disclosed	PD course or registration fee
Leadership & Law Workshop	10/01/16	Mileage	\$300.00	travel	PD mileage
Leadership & Law Workshop	10/01/16	Accommodation	\$357.02	travel	PD accommodation
Leadership & Law Workshop	10/01/16	Meals	\$2.50	travel	PD food/non alcoholic beverage
Leadership & Law Workshop	10/01/16	Meals	\$19.83	travel	PD food/non alcoholic beverage

## St. Croix, Grace M

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**From:** McLennan Ross LLP <mclennan@mross.com>  
**Sent:** September-15-16 9:38 AM  
**To:** St. Croix, Grace M  
**Subject:** Thank You for Registering

You are now registered for the McLennan Ross School Board Governance, Leadership and the Law Workshop.

Details of how to access the downloadable/printable versions of the seminar materials will be sent to you via e-mail the week of September 26th. If you have problems downloading them or require any additional information please contact Kate Rieger at [krieger@mross.com](mailto:krieger@mross.com) or call 780.482.9315.

We look forward to seeing you in October.

## Pamela King

Reference Number: schoolboard2016

### Registration Information

McLennan Ross School Board Governance, Leadership and the Law Workshop

Company/Organization Calgary Board of Education

Job Title Trustee

### Payment Summary

Subtotal	\$149.00 CAD
+ Taxes	\$7.45 CAD
= Total	\$156.45 CAD

Amount Paid	\$156.45 CAD
Balance Due	\$0.00 CAD



# 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:\* Pamela Last Name:\* King, Trustee Wards 5 & 10

**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
09-30-16	School Board Governance Leadership/Law Conference	Calgary	Edmonton	300
10-02-16		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](mailto:cbeincoming@westcanadian.com)

Employee Signature:* _____	Time Approver Name:* Janice Barkway
Employee Phone:* 403-817-7929	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.



10155 105th Street,  
Edmonton, AB T5J 1E2  
Tel: (780) 423 4811 Fax: (780) 423 3204

**Ms Pamela KING**  
1221 8th Street SW  
CALGARY AB T2R 0L4  
CANADA

## Receipt

Invoice date 10/2/2016  
Our reference CEP-FC5E  
GST Number 10103 5467 RT0020

Guest	Ms Pamela KING	Arrival	9/30/2016	Departure	10/2/2016	Room	
Date	Description	Quantity	Unit Price				Total ()
9/30/2016	Room Charge	1	159.00				159.00
9/30/2016	GST Taxes	1	8.19				8.19
9/30/2016	Tourism Levy	1	6.55				6.55
9/30/2016	Destination Market Fee	1	4.77				4.77
10/1/2016	Malts Lounge 7405	1	16.50				16.50
10/1/2016	Federal Tax GST Lounge 7405	1	0.83				0.83
10/1/2016	Malts Lounge 7405	1	2.50				2.50
10/1/2016	Room Charge	1	159.00				159.00
10/1/2016	GST Taxes	1	8.19				8.19
10/1/2016	Tourism Levy	1	6.55				6.55
10/1/2016	Destination Market Fee	1	4.77				4.77
						<b>Total invoice</b>	<b>376.85</b>
10/2/2016	MC						-376.85

Subtotal 376.85

For reservations: [www.coasthotels.com](http://www.coasthotels.com) or 1-800-563-1114

Ms Pamela KING  
1221 8th Street SW  
CALGARY AB T2R 0L4  
CANADA

# Receipt

Invoice date 10/2/2016  
Our reference CEP-FC5E  
GST Number 10103 5467 RT0020

Date	Description	Quantity	Unit Price	Total ()
			Total Paid	-376.85
			Total Due	0.00
Total GST	17.21			

I agree that my liability for any charges incurred by me is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part of the full amount of these charges. Interest will be charged on any overdue balance.

Signature X \_\_\_\_\_

LEGAL CONFEX

\*\*\*\*\*  
CHECK # 827405      DATE 10/01/16  
NAME 59              TIME 7:34PM  
\*\*\*\*\*

-- Malts Lounge : Joy --

SEAT#	ITEMS ORDERED	AMOUNT
1	DAVINCI PENNE	16.50
	SUBTOTAL	16.50
	GST	0.83
		-----
		17.33
	TOTAL	17.33

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SUBTOTAL	16.50
GST	0.83
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TOTAL DUE	17.33

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\*\*\*GRATUIT/ NOT INCLUDED\*\*\*  
G.S.T. # 10103 5467 RT0020

TIP 2.50  
TOTAL 19.83

ROOM NUMBER \_\_\_\_\_  
PRINT NAME KING  
SIGNATURE \_\_\_\_\_

Thank You For Joining Us At The  
Coast Edmonton Plaza Hotel  
(780) 423-4811

GST#

\*\*\*\*\*  
CHECK # 827274      DATE 10/01/16  
TABLE # 18              TIME 7:40AM  
\*\*\*\*\*

-- Cafe : Anna --

ITEMS ORDERED	AMOUNT
1 BREAKFAST BUFFET	15.95

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SUBTOTAL	15.95
GST	0.80
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TOTAL DUE	16.75

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*Voucher*

\*\*\*GRATUITY NOT INCLUDED\*\*\*  
G.S.T. # 10103 5467 RT0020

TIP 2.50  
TOTAL 2.50

ROOM NUMBER \_\_\_\_\_  
PRINT NAME KING  
SIGNATURE \_\_\_\_\_

Thank You For Joining Us At The  
Coast Edmonton Plaza Hotel  
(780) 423-4811

GST#