

expense | monthly tracking report

claimant | Hehr, Judy
 position | Trustee, Wards 8 & 9
 level | Board of Trustees
 reporting period | May 1 to June 30, 2017
 date of report | August-11-17

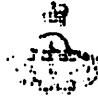


**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Canadian Club of Calgary	01/20/17	MLA Irfan Sabir Luncheon	\$52.50	other disclosed	PD food/non alcoholic beverage
2017 Edwin Parr	05/24/17	Edwin Parr Teacher Award Gala	\$60.00	other disclosed	PD food/non alcoholic beverage
ASBA SGM, Red Deer, AB	06/04/17	Registration Fee June 4/6 2017	\$682.50	travel	conferences & workshops
ASBA SGM, Red Deer, AB	06/04/17	Mileage - Calgary to Red Deer	\$75.00	travel	BUS mileage
ASBA SGM, Red Deer, AB	06/04/17	Accommodation, June 4/6 2017	\$350.08	travel	BUS accommodation
Alberta Ed Assurance Review	06/07/17	Mileage - Red Deer to Edmonton to Calgary	\$225.00	travel	BUS mileage
Alberta Ed Assurance Review	06/07/17	Accommodation, June 6 2017	\$178.51	travel	BUS accommodation
Alberta Ed Assurance Review	06/06/17	Meal	\$18.75	travel	BUS food/non alcoholic beverage



**Irfan Sabir, Alberta MLA & Minister of Human
Services - Canadian Club of Calgary - January 2017
Luncheon**



**Friday, 20 January 2017 from
11:30 AM to 1:30 PM (MST)**

**Ranchmen's Club
3rd Floor
710 13 Avenue Southwest
Calgary, AB T2R 0K9
Canada**

**Eventbrite
Completed**

Order #583357268. Ordered by Grace St Croix on 5 January 2017 1:53 PM



Judy Hehr, Trustee. CBE

**Member Luncheon Fee \$52.50
GST/HST \$2.50**



Do you organize events?

**Start selling in minutes with Eventbrite!
www.eventbrite.ca**



Event

2017 Edwin Parr Teacher Award Recognition Evening



Date+Time

Wednesday, 24 May 2017 from
6:00 PM to 9:00 PM (MDT)

Location

Calgary Italian Cultural Centre
416 1st Avenue N.E.
Calgary Alberta
Canada

Name

Judy Hehr

Payment Status

Eventbrite
Completed

Order Info

Order #628262545. Ordered by Grace St Croix on 11 May 2017 8:55 AM



Type

RSVP \$60.00

Event Information:



Thank you for your RSVP to the Edwin Parr Teacher Award Recognition Evening.

Please bring your ticket to the event.

Please share this event with anyone (friends, family, co-workers) who you think would like to attend the Award Recognition Evening.

Should you have any questions or require assistance prior to the event, please email Lisa Wine at lisawine59@gmail.com.

Eventbrite

Do you organize events?

Start selling in minutes with Eventbrite!
www.eventbrite.ca



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 15, 2017

Trustee's Name Judy Hehr, Trustee Wards 8 & 9

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

Departure and Return Date June 4-6, 2017

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	682.50		682.50		Invoiced
Travel Costs					
Airfare					
Insurance					
Rail/Bus					
Taxi/Shuttle Bus/Car Rental at Destination					
Personal Vehicle 150 Km @ 50¢/Km (submit via PeopleSoft)	75.00		75.00		Sent to HR
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)					
Dinner(s) (Maximum \$26.00 each)					
Other – Provide Details					
TOTAL COST OF TRIP	1107.58		1107.58		

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



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 0000037237

DATE June 14, 2017

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 2017 Attendee(s): J.Hehr	1	650.00	650.00	
		NET AMOUNT	650.00	
		FREIGHT G.S.T.	32.50	
		TOTAL DUE	\$682.50	

Sheraton Red Deer
 3310 50 Avenue
 Red Deer, AB T4N 3X9
 Canada
 Tel: 403-346-2091 Fax: 403-340-0255



Sheraton

Ms Judy Hehr
 1221-8th Street Sw
 Calgary, AB, T2R 0L4
 AF03AB - Alberta School Boards' Ass Att

Page Number : 1 Invoice Nbr : 274
 Guest Number :
 Folio ID : A
 Arrive Date : 04-JUN-17 20:57
 Depart Date : 06-JUN-17 08:53
 No. Of Guest : 1
 Room Number :
 Club Account :

Tax Invoice

Tax ID : R849702444

Sheraton Red Deer JUN-06-2017 09:00 KELSBAS

Date	Reference	Description	Charges (CAD)	Credits (CAD)
04-JUN-17	RT1208	Room Chrg Grp Association	159.00	
04-JUN-17	RT1208	GST Room Charge	8.03	
04-JUN-17	RT1208	Tourism Levy	6.42	
04-JUN-17	RT1208	SRD Destination Marketing	1.59	
05-JUN-17	RT1208	Room Chrg Grp Association	159.00	
05-JUN-17	RT1208	GST Room Charge	8.03	
05-JUN-17	RT1208	Tourism Levy	6.42	
05-JUN-17	RT1208	SRD Destination Marketing	1.59	
06-JUN-17	MC	MasterCard / Diners Intl-		-350.08
		** Total	350.08	-350.08
		*** Balance	-0.00	

GST Summary	GST# R849702444	Amount (CAD)
GST Room Revenue		16.06
GST Food & Beverage		0.00
GST Telephone		0.00
GST Other		0.00
GST Total		16.06

When you stay with us, we Go Beyond so you can too with thoughtful service, exceptional experiences and everything you seek when traveling. Book your next stay at Sheraton.com

Continued on the next page

Sheraton Red Deer
 3310 50 Avenue
 Red Deer, AB T4N 3X9
 Canada
 Tel: 403-346-2091 Fax: 403-340-0255



Sheraton

Ms Judy Hehr
 1221-8th Street Sw
 Calgary, AB, T2R 0L4
 AF03AB - Alberta School Boards' Ass Att

Page Number : 2 Invoice Nbr : 274
 Guest Number :
 Folio ID : A
 Arrive Date : 04-JUN-17 20:57
 Depart Date : 06-JUN-17 08:53
 No. Of Guest : 1
 Room Number :
 Club Account :

As a Starwood Preferred Guest, you could have earned 633 Starpoints for this visit. Please provide your member number or enroll today.

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

EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room Chgs	Food & Bev	Telephone	Other	Total	Payment
06-04-2017	175.04	0.00	0.00	0.00	175.04	0.00
06-05-2017	175.04	0.00	0.00	0.00	175.04	0.00
06-06-2017	0.00	0.00	0.00	0.00	0.00	-350.08
Total	350.08	0.00	0.00	0.00	350.08	-350.08



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 16, 2017

Trustee's Name Judy Hehr, Trustee Wards 8 & 9

Purpose of Trip / Name of Conference: AB Ed Review of Assurance K-12 Education System

Departure and Return Date June 6-7, 2017

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
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Registration/Conference Fees

Travel Costs

Airfare

Insurance

Rail/Bus

Taxi/Shuttle Bus/Car Rental
at Destination

Personal Vehicle 450 Km @
50¢/Km (submit via PeopleSoft)

225.00

225.00

Parking – at Destination

Accommodation

1 Nights @ \$ 178.51
(Single Rate)

178.51

178.51

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)

18.75

18.75

Other – Provide Details

TOTAL COST OF TRIP

422.26

225.00

AMOUNT DUE TO CLAIMANT / <CBE>

197.26

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.

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Claimant's Signature

Payment Authorization



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:* Judy Last Name:* Hehr, _____ Trustee Wards 8 & 9

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
06-06-2017	AB Ed Assurance Review K-12	Red Deer	Edmonton	150
07-06-2017		Edmonton	Calgary	300

The total weekly km must be entered into the timesheet in PeopleSoft. Total Kilometres **450**

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 to HR June 26/2017*

Employee Signature:* _____	Time Approver Name:* Patricia Minor
Employee Phone:* 403-817-7932	Time Approver Signature:* _____
Date DD-MM-YY: *	Date DD-MM-YY:* <i>21-06-17</i>
Time Approver Phone:* 403-817-7924	

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

1004

Judy Hehr
1221 8 Street SW
CALGARY T2R 0L4

Receipt

Invoice date 6/7/2017
Our reference CEP-
GST Number 10103 5467 RT0020

Guest	Ms Judy HEHR	Arrival	6/6/2017	Departure	6/7/2017	Room	1004
Date	Description	Quantity	Unit Price	Total ()			
6/6/2017	105th Street Cafe 4645	1	15.00	15.00			
6/6/2017	Federal Tax GST Restaurant 4645	1	0.75	0.75			
6/6/2017	105th Street Cafe 4645	1	3.00	3.00			
6/6/2017	Room Charge	1	159.00	159.00			
6/6/2017	GST Taxes	1	8.19	8.19			
6/6/2017	Tourism Levy	1	6.55	6.55			
6/6/2017	Destination Market Fee	1	4.77	4.77			
				Total invoice	197.26		
6/7/2017	VS **** Auth: 063941				-197.26		
				Total Paid	-197.26		
				Total Due	0.00		

meal 18.75
Accommodation 178.51

Total GST 8.94

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 _____

For reservations: www.coasthotels.com or 1-800-663-1144

CHECK # 864645 DATE 6/06/17
TABLE # 7 TIME 7:06PM

-- Cafe : Valerie --

SEAT#	ITEMS ORDERED	AMOUNT
2	FISH & CHIPS	15.00
	SUBTOTAL	15.00
	GST	0.75

		15.75
	TOTAL	15.75

SUBTOTAL	15.00
GST	0.75

TOTAL DUE 15.75

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

TIP 3.00

TOTAL 18.75

ROOM NUMBER _____

PRINT NAME _____

SIGNATURE _____

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

GST#