

expense | monthly tracking report

claimant | Hehr, Richard

position | Trustee

level | Board of Trustees

reporting period | November 1 to December 31, 2017

date of report | February-16-18



**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
ASBA FGM, Edmonton, AB	11/19-21/17	Registration Fee - Nov 19/21 2017	\$813.75	travel	conferences & workshops
ASBA FGM, Edmonton, AB	11/19-21/17	Mileage	\$300.00	travel	BUS mileage
ASBA FGM, Edmonton, AB	11/19-21/17	Parking	\$69.30	travel	BUS general
ASBA FGM, Edmonton, AB	11/19-21/17	Accommodation	\$381.72	travel	BUS accommodation
ASBA FGM, Edmonton, AB	11/19-21/17	Meals	\$51.57	travel	BUS food/non alcoholic beverage
Canadian Club of Calgary	12/14/17	Mark Tewksbury Luncheon	\$63.00	other disclosed	PD 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: December 11 2017

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

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

Departure and Return Date Nov 19-21 2017

Destination: Edmonton

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	813.75		813.75		Invoice
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		Sent to HR
Parking – at Destination	69.30		69.30		
Accommodation					
2 Nights @ \$ 190.86 (Single Rate)	381.72		359.26		
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)					
2 Dinner(s) (Maximum \$26.00 each)	51.57			51.57	
Other – Provide Details					
TOTAL COST OF TRIP	1616.34		1564.77		
AMOUNT DUE TO CLAIMANT / <CBE>				51.57	

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

BILL TO:

Calgary Board of Education
 1221 - 8 St SW
 Calgary AB T2R 0L4

(403) 817-7933 Ext.

INVOICE

NUMBER 0000037877

DATE December 05, 2017

Customer Number	P.O. NUMBER	TERMS
CAL02		Due on Receipt

DESCRIPTION	REQ.	UNIT PRICE	EXTENDED PRICE
Fall General Meeting 2017 Attendee(s): Marilyn Dennis Julie Hrdlicka Trina Hurdman Richard Hehr —	4	775.00	3,100.00

= \$ 813.75

RECEIVED
 DEC 13 2017
 ACCOUNTS RECEIVABLE

NET AMOUNT	3,100.00
FREIGHT G.S.T.	155.00
TOTAL DUE	\$3,255.00



Calgary Board
of Education

Kilometre Travel Log

Sent Dec 12 ✓

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: ***Richard** 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
19/11/17	ASBA FGM	Calgary	Edmonton	300
21/11/17		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

Employee Signature:*		Time Approver Name:*	Trish Minor
Employee Phone:*	403-817-7932	Time Approver Signature:*	
Date DD-MM-YY: *	Time Approver Phone:*	Date DD-MM-YY:*	
	403-817-7924	11-12-17	

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



Richard Hehr
 CBE Trustee

Page Number : 1 Invoice Nbr
 Guest Number : 1142303
 Folio ID : A
 Arrive Date : 19-NOV-17 13:48
 Depart Date : 21-NOV-17 10:53
 No. Of Guest :
 Room Number :
 Club Account : SPG - A8533

CALGARY, AB, T2P 5K1
 AK17AD - ASBA 2017

Copy Tax Invoice

Tax ID : 815461330RT0001

The Westin Edmonton NOV-21-2017 11:00 BRADSMO

Date	Reference	Description	Charges (CAD)	Credits (CAD)
19-NOV-17	DEPOSIT	Deposit-MC-9531		-179.63
19-NOV-17	RT1206	Room Charge	170.00	
19-NOV-17	RT1206	GST	8.76	
19-NOV-17	RT1206	Destination Marketing Fee	5.10	
19-NOV-17	RT1206	Tourism Levy	7.00	
19-NOV-17	RT1206	Parking Self	33.00	
19-NOV-17	RT1206	GST	1.65	
20-NOV-17	RT1206	Room Charge	170.00	
20-NOV-17	RT1206	GST	8.76	
20-NOV-17	RT1206	Destination Marketing Fee	5.10	
20-NOV-17	RT1206	Tourism Levy	7.00	
20-NOV-17	RT1206	Parking Self	33.00	
20-NOV-17	RT1206	GST	1.65	
21-NOV-17	MC	Mastercard-9531		-271.39
** Total			451.02	-451.02
*** Balance			0.00	

Continued on the next page

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



Richard Hehr
 CBE Trustee

 CALGARY, AB, T2P 5K1
 AK17AD - ASBA 2017

Page Number	:	2	Invoice Nbr
Guest Number	:	1142303	
Folio ID	:	A	
Arrive Date	:	19-NOV-17	13:48
Depart Date	:	21-NOV-17	10:53
No. Of Guest	:		
Room Number	:		
Club Account	:	SPG - A8533	

FUEL YOUR BODY - It's easy to maintain a healthy lifestyle on the road. Our extensive SuperFoodsRx(TM) menu features nutrient-rich, delicious dishes that fuel your body and give you the focused energy you need. Discover dishes to supercharge your day at westin.com/eatwell

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
11-19-2017	170.00	8.76	7.00	0.00	0.00	-139.88	45.88	0.00
11-20-2017	170.00	8.76	7.00	0.00	0.00	39.75	225.51	0.00

Continued on the next page

R

CHECK # 762742 DATE 11/20/17
TABLE # 149 TIME 7:18PM

Sherlock Holmes Pub
Downtown

Edmonton AB
Phone: 780 424 7774
Fax: 780 421 8002
GST# R12313519

CRAFT BEER MARKET
13 101A Avenue
Edmonton AB T5J 0C3
780-424-7339

SACTION RECORD **
#: 602
#: 762742
ae #: 899
ae Name: NATASHA J
Purchase
/visa
: xxxxxxxxxxxx6276

SEAT#	ITEMS ORDERED	AMOUNT
--	LOUNGE : NATASHA J	--
1	Q-WATER SPARKLING	2.00
	SHRIMP TACOS	9.00
	\$small fries	6.00
	COFFEE	3.25
	SUBTOTAL	20.25
	GST	1.01
		21.26
	TOTAL	21.26

Amount \$21.26
Tip \$4.00
=====

rice #: 235 0010900080 C
#: 047510
1/W66275235 005
/20 19:21:59
EDIT
0031010
000 F800

	SUBTOTAL	20.25
	GST	1.01
	TOTAL DUE	21.26
	customer Copy	-0.01
	ROUNDED TOTAL	21.25

VED - THANK YOU
01-027
customer Copy
IMPORTANT
ain this copy
your records
THANK YOU
Come Again

OF GUESTS 1
Book your Christmas party with us!
Email:
ricehowardevents@craftbeermarket.ca
CRAFTbeermarket.ca
780.424.BEER(2337)
GST# 843991241 RT0001

Trans #: 4000 Serv: LILLIT H.
11/19/2017 5:27 PM # Cust:2

Quan	Descript	Cost
1	SAN PALLENGRINO	\$3.25
1	3PC FISH & CHIPS	\$18.00
	Net Total	\$21.25
	GST	\$1.06

TOTAL \$22.31
Amount \$22.31
Food: \$18.00
Beverage: \$3.25
Visit us at www.sherlockpub.com
Follow us on twitter @sherlockdowntown
Please don't drink and drive

EDMONTON AB
CARD *****6276
CARD TYPE VISA
DATE 2017/11/19
TIME 1403 17:28:20
RECEIPT NUMBER
C85053447-001-019-008-0
PURCHASE
AMOUNT \$22.31
TIP \$4.00
TOTAL

\$26.31

VISA CREDIT
A0000000031010
C85770729E6500F9
0080008000-E800
E233C920F803225E
0080008000-F800

APPROVED

AUTH# 045932 01-027
THANK YOU

CARDHOLDER COPY

Mr. Richard Hehr, Trustee, Wards 8 & 9

Canadian Club of Calgary, PO Box 574, STN M, Calgary, Alberta T2P 2J2, Canada

Invoice To:

Calgary Board of Education
1221 - 8 Street SW
Calgary, AB T2R0L4
Canada

Invoice From:

Canadian Club of Calgary
PO Box 574, STN M
Calgary, Alberta T2P 2J2
Canada

GST: 129703955RT0001

Booked by

Eventbrite

127 5th St - 7th Floor
San Francisco, CA 94103
614

GST Invoice

Invoice Number: 7038

Please quote invoice number for payment and correspondence.

Invoice Date: 30 Nov 2017

Event: 39814518296

Dear Calgary Board of Education,

Thank you for your order.

Item Description	Unit Price (net)	Quantity	Sub-Total (net)	GST	Sub-Total (gross)
Luncheon	\$60.00	1	\$60.00	5 %	\$63.00

Charged to: MasterCard - XXXX-XXXXXX-9531

Date of Purchase: 30 Nov 2017 - 9:10 AM

Time of Supply: 14 Dec 2017 - 11:30 AM

Total (net): \$60.00

Plus GST 5 %: \$3.00

Invoice Amount: \$63.00

Eventbrite, Inc., on behalf of the organizer, charged \$63.00 for "Mark Tewksbury - Canadian Olympic Champion" (Thursday, 14 December 2017) to your credit/debit card. The invoice amount will appear on your credit/debit card as "EB *Mark Tewksbury-Can" in the next few days.

Thank you,
Canadian Club of Calgary

Eventbrite is not the seller of the goods or services that this invoice relates to and acts only as a limited commercial agent on behalf of CANADIAN CLUB OF CALGARY. Your payment of the amounts set forth on this invoice that are processed by Eventbrite pays the debt you owe to CANADIAN CLUB OF CALGARY for the amounts concerned. CANADIAN CLUB OF CALGARY is obliged to provide the goods or services purchased whether or not they have yet received the funds from Eventbrite. However, in carrying out its duties as limited commercial agent of CANADIAN CLUB OF CALGARY, Eventbrite assumes no liability for any acts or omissions or otherwise in respect of CANADIAN CLUB OF CALGARY.