expense | monthly tracking report

claimant | Hrdlicka, Julie

position | Trustee

level | Board of Trustees

reporting period | November 1 to December 31, 2017

date of report | February-16-18



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	Accommodation, Nov 19/21 2017	\$381.72	travel	BUS accommodation
ASBA FGM, Edmonton, AB	11/19-21/17	Meals	\$37.24	travel	BUS food/non alcoholic beverage



Cetails of Trip I Please Print

Calgary Board Trustee Professional Development and Travel & Subsistence Expense Report

Date: December 11 2017

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.

Trustee's Name Julie Hrdlicka, Trustee Wards 11 & 13 Purpose of Trip / Name of Conference: ASBA Fall General Meeting Destination: Edmonton Departure and Return Date Nov 19-21 2017 Alias to be Charged for lescription of Expenses (**Total Cost** Exchange **Amount Paid Amount Paid By** by CBE (Indicate Rate Claimant For Out of Claimant's Expenses Hease attach receipts currency Invoice/P-Card/ Adjusted **Pocket** If not Cdn) **Amount Payroll for Mileage Expenditures** (If applicable) (including GST) (including GST) Registration/Conference Fees 813.75 813.75 Invoiced **Travel Costs** Airfare Insurance Rail/Bus Taxi/Shuttle Bus/Car Rental at Destination Personal Vehicle 600 Km @ 300.00 300.00 Sent to HR 50¢/Km (submit via PeopleSoft) Parking - at Destination Accommodation 2 Nights @ \$ 190.86 381.72 381.72 (Single Rate) **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)

37.24

37.24

Other - Provide Details

TOTAL COST OF TRIP

1532.71

1495.47

AMOUNT DUE TO CLAIMANT / <CBE>

37.24

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. Locality that the above that it 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

FREIGHT G.S.T.

TOTAL DUE

155.00

\$3,255.00

DATE

December 05, 2017

Customer Number	P.O. NUMBER			TERMS		
CAL02		Due on Receipt				
DESCRIPTION			REQ.	UNIT PRICE	EXTENDED PRICE	
all General Meeting 2017 Ittendee(s): arilyn Dennis ulie Hrdlicka rina Hurdman ichard Hehr	= #8i	13.75	4	775.00	3,100.00	
			DEC	13 2017	7	
				7		



Kilometre Travel Log

Direction

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.

	our Employee Information To						
Employee ID	Employee ID:* First Name:* Julie Last Name:* Hrdlicka, Trustee Wards 11 & 13						
Section 2: To	rip Details: To be completed by the trip on a separate row.	Employee Record the date,	purpose, beginn	ning and ending locat	ions, and		
Date DD-MM-YY	Purpose for Trip	Trip Starts From Trip E		Ends At	Distance in km		
19-11-17	ASBA FGM	Calgary	Edr	monton	300		
21-11-17		Edmonton	Cal	gary	300		
The total wee	kly km must be entered into the t	timesheet in PeopleSoft	Tota	al Kilometres	600		
Section 3: To	o be completed by Employee ar						
Employee			- NI	Trish Minor			
Signature:*		Time Approve	er Name:		2		
Employee Phone:*	403/817-7927	Time Approve	er Signature:*				
Date DD-MM-Y		Date DD-MM-Y	1-17				
management of pe protection provision	on is collected under the authority of Alberta's rsonnel and for the delivery of various Huma ns of FOIP. If you have any questions about I ne information, please contact the Employee	n Resources programs at the Calgary the FOIP Act, please access http://www	Board of Education. I	It will be treated in accordant	nce with the privacy		

The Westin Edmonton 10135 100 St Edmonton, AB T5J 0N7 Canada

Tel: 780-426-3636 Fax: 780-428-1454

HOTELS & RESORTS

Julie Hrdlicka

AK17AD - ASBA 2017

Page Number Guest Number

1142301

Invoice Nbr

Folio ID

Α

19-NOV-17

13:58

Arrive Date Depart Date

No. Of Guest

21-NOV-17

12:00

Room Number

Club Account

Information Invoice

Tax ID: 815461330RT0001

The Westin	Edmonton NOV-	21-2017 04:10 9999		
Date	Reference	Description	Charges (CAD) Ci	redits (CAD)
19-NOV-17	DEPOSIT	Deposit-MC-9531		-179.63
19-NOV-17	RT404	Room Charge	170.00	
19-NOV-17	RT404	GST	8.76	
19-NOV-17	RT404	Destination Marketing Fee	5.10	
19-NOV-17	RT404	Tourism Levy	7.00	
20-NOV-17	RT404	Room Charge	170.00	
20-NOV-17	RT404	GST	8.76	
20-NOV-17	RT404	Destination Marketing Fee	5.10	
20-NOV-17	RT404	Tourism Levy	7.00	
NOV-21-201	7 MC	Mastercard		-202.09
		** Total	381.72	-381.72

*** 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 WESTIN®
HOTELS & RESORTS

Julie Hrdlicka

AK17AD - ASBA 2017

Page Number Guest Number

Arrive Date

2 Invoice Nbr

Guest Number : 1142301 Folio ID : A

> 19-NOV-17 13:58 21-NOV-17 12:00

Depart Date :

No. Of Guest :

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.

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

Continued on the next page

CRAFT BEER MARKET 10013 101A Avenue Edmonton AB T5J 0C3 780-424-7339

TRANSACTION RECORD **

an. #: 583 eck #: 762787 ployee #: 899

ployee Name: NATASHA J

pe: Purchase

.ct: Visa ard #: xxxxxxxxxxxx2519

\$12.86 Amount TOTAL CAD\$15.86

teference #:
66275235 0010900070 C
tuth. #: 017747
TBMECS11/W66275235 005 2017/11/20 19:21:00

A0000000031010 0200008000 F800

APPROVED - THANK YOU 01-027

Customer Copy

IMPORTANT Retain this copy for your records

> THANK YOU Come Again

************ DATE 11/19/17 CHECK # 762484 7:05PM TIME **TABLE # 122**

LOUNGE : ASHLEY C AMOUNT ITEMS ORDERED SEAT# 17.50 YUCATAN SALAD

17.50 SUBTOTAL 0.88 ✓ GST 18.38

18.38 TOTAL

17.50 SUBTOTAL. 0.88 GST

Company of the first the f 18.38 TOTAL DUE in the contract of the contrac 0.02

ROUNDED TOTAL

OF GUESTS

Book your Christmas party with us! [mail:

ricehowardeventsecraltbeermarket.ca

CRAFT BEER MARKET 10013 101A Avenue Edmonton AB T5J 0C3 780-424-7339

** TRANSACTION RECORD **

Tran. #: 30 Check #: 762484 Employee #: 1038 Employee Name: ASHLEY C

Type: Purchase Acct: Visa

Card #: xxxxxxxxxxxxx2519

Amount \$18.38

TOTAL CAD\$21.38

Reference #: 66275238 0010890110 Auth. #: 057921 CBMECS14/W66275238 005 2017/11/19 19:15:27

VISA A0000000031010 0200008000 F800

> APPROVED - THANK YOU 01-027

> > Customer Copy

IMPORTANT Retain this copy for your records

> THANK YOU Come Again

Jennari	CRAFTbeermarket.ca 780.424.BEER(2337)	

GS1# 843991241 RT0001

GST# 843991241 RT0001	ricehowardevents@craftbearmarket.ca CRAFTbearmarket.ca 780.424.BEER(2337)	Book your Christmas party with us
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#
유
GUESTS

RGUNDED TOTAL	TOTAL DUE	SUBTOTAL GST	*************		
[*****	TOTAL	
-0.01 12.85	12.86	12.25 0.61	****	12.86	12.86

		ω	SEAT#	1	******** CHECK TABLE
TOTAL	SUBTOTAL GST	DIET PEPSI BAJA FISH TACOS APP	ITEMS ORDERED	LOUNGE : NATASHA J	**************************************
AL 12.86	12.25 11 0.61 12.86	3.25 9.00	AMOUNT	١	**************************************