

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



**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 | 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 |
| | | | | | |
| | | | | | |



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 Julie Hrdlicka, Trustee Wards 11 & 13

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 | | 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 | | Sent to HR |
| Parking – at Destination | | | | | |
| Accommodation | | | | | |
| 2 Nights @ \$ <u>190.86</u> (Single Rate) | 381.72 | | 381.72 | | |
| 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) | 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. 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 0000037877

DATE December 05, 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 | |
| Fall General Meeting 2017 Attendee(s): Marilyn Dennis Julie Hrdlicka Trina Hurdman Richard Hehr | 4 | 775.00 | 3,100.00 | |
| <i>= \$813.75</i> | | | | |
| | | | | |
| | | NET AMOUNT | | 3,100.00 |
| | | FREIGHT G.S.T. | | 155.00 |
| | | TOTAL DUE | | \$3,255.00 |

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



Julie Hrdlicka
 AK17AD - ASBA 2017

Page Number : 1 Invoice Nbr
 Guest Number : 1142301
 Folio ID : A
 Arrive Date : 19-NOV-17 13:58
 Depart Date : 21-NOV-17 12:00
 No. Of Guest :
 Room Number :
 Club Account :

Information Invoice

Tax ID: 815461330RT0001

The Westin Edmonton NOV-21-2017 04:10 9999

| Date | Reference | Description | Charges (CAD) | Credits (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-21-2017 | 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



Julie Hrdlicka
AK17AD - ASBA 2017

| | | | |
|--------------|---|-----------|-------------|
| Page Number | : | 2 | Invoice Nbr |
| Guest Number | : | 1142301 | |
| Folio ID | : | A | |
| Arrive Date | : | 19-NOV-17 | 13:58 |
| Depart Date | : | 21-NOV-17 | 12:00 |
| 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

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

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

** TRANSACTION RECORD **

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

Amount \$12.86
 Tip \$3.00
 =====
 TOTAL CAD\$15.86

LOUNGE : ASHLEY C
 SEAT# ITEMS ORDERED AMOUNT
 1 YUCATAN SALAD 17.50
 SUBTOTAL 17.50
 GST 0.88

 18.38
 TOTAL 18.38

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

Type: Purchase
 Acct: Visa
 Card #: xxxxxxxxxxxx2519

Amount \$18.38
 Tip \$3.00
 =====
 TOTAL CAD\$21.38

reference #:
 66275235 0010900070 C
 Auth. #: 017747
 CBMECS11/W66275235 005
 2017/11/20 19:21:00

 SUBTOTAL 17.50
 GST 0.88

 TOTAL DUE 18.38

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

VISA
 A0000000031010
 0200008000 F800

VISA
 A0000000031010
 0200008000 F800

APPROVED - THANK YOU
 01-027

APPROVED - THANK YOU
 01-027

Customer Copy

Customer Copy

IMPORTANT
 Retain this copy
 for your records

IMPORTANT
 Retain this copy
 for your records

THANK YOU
 Come Again

THANK YOU
 Come Again

OF GUESTS 1

Book your Christmas party with us!
 Email:
 ricehowardevents@crafterbeermarket.ca
 CRAFTbeermarket.ca
 780.424.BEER(2337)

GSI# 843991241 RT0001

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

 SUBTOTAL 12.25
 GST 0.61

 TOTAL DUE 12.86
 -0.01

 ROUNDED TOTAL 12.85
 # OF GUESTS 1

 CHECK # 762787 DATE 11/20/17
 TABLE # 149 TIME 7:18PM

 LOUNGE : NATASHA J
 SEAT# ITEMS ORDERED AMOUNT
 3 DIET PEPSI 3.25
 BAJA FISH TACOS APP 9.00
 SUBTOTAL 12.25
 GST 0.61

 12.86
 TOTAL 12.86