

expense | monthly tracking report

claimant | Hurdman, Trina

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
Bell Mobility	11/17/17	Monthly Service Plan	\$56.37	other disclosed	telecom/cell phone
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	Accommodation	\$381.72	travel	BUS accommodation
ASBA FGM, Edmonton, AB	11/19-21/17	Meal	\$20.00	travel	BUS food/non alcoholic beverage
ASBA FGM, Edmonton, AB	11/19-21/17	Meal	\$24.17	travel	BUS food/non alcoholic beverage
Bell Mobility	12/17/17	Monthly Service Plan	\$56.37	other disclosed	telecom/cell phone

Mobile
 Bill Date: November 17, 2017
 TRUSTEE CHAIR
 Mobile Ref.
 Trustees Office

Account #
 Next Bill Date: December 17, 2017

1778



CURRENT CHARGES

Monthly charges billed to Dec 16, 2017

Corp Smartshare Unltd 55 BES Plan 36M	\$55.00	
less 14.55% Promotional Discount	-8.00	47.00
Includes: 3 Way Calling		
Call Waiting		
Alberta Government 911 fee		0.44
Call Forwarding	\$3.00	
less 100.00% Promotional Discount	-3.00	0.00
Message Centre		0.00
1GB Shared Data - BlackBerry		5.00
Roam Flex Cuba - Data		0.00
Corporate Data Flex Zone 3		0.00
Call Display		0.00
Corporate Text Flex Zone3		0.00
Roam flex USA - Data		0.00
Corporate Voice Flex Zone3		0.00
Roam flex Zone 1- Data		0.00
Roam flex Zone 1 - Text		0.00
Roam flex Zone 1- Voice		0.00
Roam flex Zone 2- Data		0.00
Roam flex Zone 2 - Text		0.00
Roam flex Zone 2- Voice		0.00
Etelesolv		1.25
Member to Member Local Calling		0.00
Messaging Pack Unlimited		0.00
Includes: Picture Messaging		
Image Messaging		
Incl. Messages		
Unlimited Incoming Messages		
Unlimited Canadian LD	\$10.00	
less 100.00% Promotional Discount	-10.00	0.00
Unlimited Local Talking		0.00
U.S. Travel -Calling \$0.20/min		0.00
Travel US Text Saver	\$10.00	
less 100.00% Promotional Discount	-10.00	0.00

Other charges and credits

Number Change Fee \$35.00

FOR YOUR INFORMATION...

Discount Summary

Total discounts \$31.00

Total this month \$31.00

Usage Summary min:sec

Weekday 72:00

Weeknight 10:00

Total time used 82:00

Event Summary

Total Events 28

Total this month \$0.00

Packet Plan Usage Summary

Total megabytes 78.9022

Total this month \$0.00

Mobile
Bill Date: November 17, 2017
TRUSTEE CHAIR
Mobile Ref.
Trustees Office

Account
Next Bill Date: December 17, 2017

1778

CURRENT CHARGES

less One Time Charge Credit		<u>-35.00</u>	0.00
Usage and long distance			
1GB Shared Data - BlackBerry Data Usage			
@\$.00/MB	78.9022 MB		0.00
Unlimited Local Talking Unlimited Usage			
@\$.00/minute	82:00 min:sec		0.00
Text message	18 events		0.00
Roam flex Zone 2 - Text Unlimited Incoming Messages			
	6 events		0.00
Messaging Pack Unlimited Incl. Messages			
	4 events		0.00
Taxes			
GST			2.68
Total current charges			\$56.37

000045-010980



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 Trina Hurdman, Chair & Trustee Wards 1 & 2

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 Km @ 50¢/Km (submit via PeopleSoft)					
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)	44.17		20.00	24.17	
Other – Provide Details					
TOTAL COST OF TRIP	1239.64		1215.47		
AMOUNT DUE TO CLAIMANT / <CBE>				24.17	

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 _____

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



Trina Hurdman
 Calgary Board of Education, Trustee
 1221 8th Street Southwest
 Calgary, AB, T2R 0L4
 AK17AD - ASBA 2017

Page Number : 1 Invoice Nbr
 Guest Number : 1142297
 Folio ID : A
 Arrive Date : 19-NOV-17 14:00
 Depart Date : 21-NOV-17 08:15
 No. Of Guest :
 Room Number :
 Club Account :

Copy Tax Invoice

Tax ID : 815461330RT0001

The Westin Edmonton NOV-21-2017 08:20 A0021713

Date	Reference	Description	Charges (CAD)	Credits (CAD)
19-NOV-17	DEPOSIT	Deposit-MC-9531		-179.63
19-NOV-17	5944	Share Lounge	20.00	
19-NOV-17	RT703	Room Charge	170.00	
19-NOV-17	RT703	GST	8.76	
19-NOV-17	RT703	Destination Marketing Fee	5.10	
19-NOV-17	RT703	Tourism Levy	7.00	
20-NOV-17	RT703	Room Charge	170.00	
20-NOV-17	RT703	GST	8.76	
20-NOV-17	RT703	Destination Marketing Fee	5.10	
20-NOV-17	RT703	Tourism Levy	7.00	
21-NOV-17	MC	Mastercard-9531		-222.09
		** Total	401.72	-401.72
		*** 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



Trina Hurdman
 Calgary Board of Education Trustee
 1221 8th Street Southwest
 Calgary, AB, T2R 0L4
 AK17AD - ASBA 2017

Page Number : 2 Invoice Nbr
 Guest Number : 1142297
 Folio ID : A
 Arrive Date : 19-NOV-17 14:00
 Depart Date : 21-NOV-17 08:15
 No. Of Guest :
 Room Number :
 Club Account :

REST EASY - Nothing recharges mind and body like sound sleep. Experience superior rest at home with the Westin Heavenly(R) Bed, a revitalizing retreat for the sleep of your dreams. Learn more at westin.com/store

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	20.00	0.00	-174.53	31.23	0.00
11-20-2017	170.00	8.76	7.00	0.00	0.00	5.10	190.86	0.00
11-21-2017	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-222.09
Total	340.00	17.52	14.00	20.00	0.00	-169.43	222.09	-222.09

Check Detail

Check	Table	Check Opened	Minutes	Check Closed	Guests	Reference Info	Location	Employee
5944	18	19.11.2017 17:23	60.90	19.11.2017 18:24	1		91079 - Westin Edmonton	KEVIN CLARK
		19.11.17 17:23	1	Steak Sandwich		16.00	Lobby Lounge	KEVIN CLARK
		19.11.17 17:23	1	SOUP OF THE DAY			Lobby Lounge	KEVIN CLARK
		19.11.17 18:24		Roomposting		20.00	Lobby Lounge	KEVIN CLARK
		19.11.17 18:24					Lobby Lounge	KEVIN CLARK
		19.11.17 18:24		Charged Tip Only		3.20	Lobby Lounge	KEVIN CLARK
		19.11.17 18:24		HURDMAN, TRINA			Lobby Lounge	KEVIN CLARK
		19.11.17 18:24					Lobby Lounge	KEVIN CLARK
				Sub Total		16.00		
				Tax		0.80		
				Service Charge		3.20		
				Check Total		20.00		



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	
			= \$813.75	
		NET AMOUNT		3,100.00
		FREIGHT G.S.T.		155.00
		TOTAL DUE		\$3,255.00

Mobile

Bill Date: December 17, 2017

TRUSTEE CHAIR

Mobile Ref.

Trustees Office

Account #

1754

Next Bill Date: January 17, 2018

CURRENT CHARGES

Monthly charges billed to Jan 16, 2018

Corp Smartshare Unltd 55 BES Plan 36M	\$55.00	
less 14.55% Promotional Discount	-8.00	47.00
Includes: 3 Way Calling		
Call Waiting		
Alberta Government 911 fee		0.44
Call Forwarding	\$3.00	
less 100.00% Promotional Discount	-3.00	0.00
Message Centre		0.00
1GB Shared Data - BlackBerry		5.00
Roam Flex Cuba - Data		0.00
Corporate Data Flex Zone 3		0.00
Call Display		0.00
Corporate Text Flex Zone3		0.00
Roam flex USA - Data		0.00
Corporate Voice Flex Zone3		0.00
Roam flex Zone 1- Data		0.00
Roam flex Zone 1 - Text		0.00
Roam flex Zone 1- Voice		0.00
Roam flex Zone 2- Data		0.00
Roam flex Zone 2 - Text		0.00
Roam flex Zone 2- Voice		0.00
Etelesolv		1.25
Member to Member Local Calling		0.00
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Unlimited Canadian LD	\$10.00	
less 100.00% Promotional Discount	-10.00	0.00
Unlimited Local Talking		0.00
U.S. Travel -Calling \$0.20/min		0.00
Travel US Text Saver	\$10.00	
less 100.00% Promotional Discount	-10.00	0.00

FOR YOUR INFORMATION...	
Discount Summary	
Total discounts	\$31.00
Total this month	\$31.00
Usage Summary min:sec	
Weekday	155:00
Weekend	36:00
Weeknight	74:00
Total time used	265:00
Event Summary	
Total Events	89
Total this month	\$0.00
Packet Plan Usage Summary	
Total megabytes	60.8777
Total this month	\$0.00



000044-010885 44_101_897 6

Mobile
Bill Date: December 17, 2017
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1754

CURRENT CHARGES

Usage and long distance

1GB Shared Data - BlackBerry Data Usage		
@\$.00/MB	60.8777 MB	0.00
Unlimited Local Talking Unlimited Usage		
@\$.00/minute	265:00 min:sec	0.00
Text message	5 events	0.00
Roam flex Zone 1 - Text Unlimited Incoming Messages		
	52 events	0.00
Messaging Pack Unlimited Incl. Messages		
	32 events	0.00
Taxes		
GST		2.68

Total current charges **\$56.37**

000044-010886