expense | monthly tracking report

claimant | Adams, Althea position | Trustee level | Board of Trustees reporting period | January 1 to February 28, 2018

date of report | April-13-18



Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
ASBA Winter Leadership Academy	01/14-16/18	Registration Fee	\$761.25	travel	PD course or registration fee
ASBA Winter Leadership Academy	01/14-16/18	Mileage	\$300.00	travel	PD mileage
ASBA Winter Leadership	01/14-16/18	Accommodation	\$341.30	travel	PD accommodation
ASBA Winter Leadership Academy	01/14-16/18	Meals	\$68.58	travel	PD food/non alcoholic beverage

Calgary BoardTrustee Professional Development and
of EducationTravel & Subsistence Expense Report

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: January 31 2018		
Trustee's Name Althea Adams T			ahin Assala			
Purpose of Trip / Name of Confere Departure and Return Date Janua			Destination: Edmo	nton		
Departure and Return Date danad	iy 14/10/201	•	_Destination:			
Peacription 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	761.25		761.25		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>170.65</u> (Single Rate)	341.30		341.30			
Telecommunication Charges						
(Internet, Phone calls)						
Meals – Receipts required						
(Including tips, excluding meals covered by Conference or Others)						
Breakfast(s) (Maximum \$12.00 each)					۰. ب	
Lunch(es) (Maximum \$17.00 each)					· · · · · · · · · · · · · · · · · · ·	
3 Dinner(s) (Maximum \$26.00 each)	68.58	a de airseanna	68.58			
Other - Provide Details						
TOTAL COST OF TRIP	1471.13		1471.13			
Amount due to claimant / <cbe< td=""><td>></td><td></td><td></td><td></td><td></td></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.

A · S · B · A			Ε			
Alberta School Board Association	ds			IBER 0000038		
1200, 9925 - 109 Stree	et Edmonton, Alberta T5K 2J8		DATE January 29, 2018			
www.asba.ab.ca Email: hrogers@asba.	82.7311 Fax: 1.780.482.5659 ab.ca Business #: 10669 4268		and a second s		•	
BILL TO: Calgary Board of Educa	tion		inplicate			
1221 - 8 St SW Calgary AB T2R 0L4			SEB 93 21	118		
	Crace.	10;	counts Pa	lynole i		
(403) 817-7933 Ext.	Grace TIRUSTZE	5				
Customer Number	P.O. NUMBER			TERMS		
CAL02				Due on Receipt		
DESCRIPTION 2018 Winter Leadership Academy, Ja			REQ.	UNIT PRICE	EXTENDED PRICE	
Attendee(s): T.Hurdman, A.Adams, R.Hehr, M.Den P.Minor			6	725.00	4,350.00	
			NE	ET AMOUNT	4,350.00	
				FREIGHT G.S.T.	217.50	
				TOTAL DUE	\$4,567.50	



Directions: Complete this form to track kilometres travelled. To receive payment, please enter the total weekly kilometres into your timesheet ir 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: Yo	Section 1: Your Employee Information To be completed by Employee							
Employee ID:* First Name:* Althea Last Name:* Adams, Trustee Wards 3 & 4								
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	Purp	ose for Trip	Trip Starts From	Trip Ends At	Distance in km			
14-01-18		3A Winter Leadership demy	Calgary	Edmonton	300			
16-01-18			Edmonton	Calgary	300			
				T (1)(2)	000			
	-	must be entered into the timeshee ompleted by Employee and Appro		Total Kilometres	600			
		ming@westcanadian.com	over the approver must create	a PDF copy of the complete	Su Traver Log			
Employee Signature:*			Time Approver Name:*	Trish Minor	1			
Employee 403-817-7927 Phone:*		Time Approver Signatu	Time Approver Signature:*					
Date DD-MM-Y		Time Approver Phone:* 403-817-7924	Date DD-MM-YY:*	1				
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.								



DOUBLETREE WEST EDMONTON 16615 109TH AVE NORTH WEST WEST EDMONTON, AB T5P4K8

Canada TELEPHONE 780-484-0821 • FAX 780-486-1634

Reservations

www.hilton.com or 1 800 HILTONS Room No: 1803/NQ Arrival Date: 1/14/2018 5:42:00 PM Departure Date: 1/16/2018 10:08:00 AM Adult/Child: 1/0 Cashier ID: LREID6 Room Rate: 152.00 AL: HH# VAT# GST# 74111-4326 RT0001 Folio No/Che 205942 A

ADAMS, ALTHEA

١

•.

1221 8TH ST SW

CALGARY AB T2R0L4 CANADA

Confirmation Number: 9220

DOUBLETREE WEST EDMONTON 1/30/2018 1:02:00 PM

DATE	DESCRIPTION	Cashier ID	Transaction ID	GUEST CHARGES	CREDIT	BALANCE
1/14/2018	STAGES KITCHEN DINNER	LINTR	1405240	\$24.00		
1/14/2018	F&B GST	LINTR	1405240	\$1.20		
1/14/2018	STAGES TIP	LINTR	1405241	\$4.80		
1/14/2018	GUEST ROOM	PPAN	1405699	\$152.00		
1/14/2018	AB TOURISM LEVY	PPAN	1405699	\$6.26		
1/14/2018	DMF	PPAN	1405699	\$4.56		
1/14/2018	GST	PPAN	1405699	\$7.83		
1/15/2018	STAGES KITCHEN DINNER	LINTR	1406030	\$13.00		
1/15/2018	F&B GST	LINTR	1406030	\$0.65		
1/15/2018	STAGES TIP	LINTR	140603 1	\$2.35		
1/15/2018	ROOM SERVICE - DINNER FOOD	LINTR	1406296	\$18.00		
1/15/2018	F&B GST	LINTR	1406296	\$0.90		
1/15/2018	ROOM SERVICE - DELIVERY CHARGE	LINTR	1406298	\$3.50		
1/15/2018	F&B GST	LINTR	1406298	\$0.18		
1/15/2018	GUEST ROOM	PPAN	1406533	\$152.00		
1/15/2018	AB TOURISM LEVY	PPAN	1406533	\$6.26		
1/15/2018	DMF	PPAN	1406533	\$4.56		
1/15/2018	GST	PPAN	1406533	\$7.83		
1/16/2018	MC *9531	FRICHAR D1	1406823		(\$409.88)

BALANCE

\$0.00

EXPENSE REPORT SUMMARY

	1/14/2018	1/15/2018	STAY TOTAL
ROOM AND TAX	\$170.65	\$170.65	\$341.30
FOOD AND BEVERAGE	\$24.00	\$34.50	\$58.50
OTHER	\$1.20	\$1.73	\$2.93
DAILY TOTAL	\$195.85	\$206.88	\$402.73
Total Invoice Amoun	t	\$369.65	\$40.23

GST# 74111-4326 RT0001

STAGES 16615 109 TH AVE, Edmonton AB 780-930-4061 GST #FT 74111 4326 RT0001 1

111 LUBA S

Tb1 34/1 Chk 4 Jan15'18	
1 Calamari	13.00
Subtotal	13.00
GST	0.65
Amount Due	13.65

PLEASE PAY SERVER

GRATUITY___

6-00 TOTAL.

ROOM#____

PRINT NAME IT LYDRA LYDRAMS

SIGNATURE_

DOUBLETREE HOTEL 16615 109 TH AVENUE 730-484-0821 2000NTON, AB 2574PT 74111 4326 AT0001	102 JANETTE Cnk 7359 503 Jan 5 8 09;29PN Jan 5 8 09;29PN 1 Nachos <	
5TAGES 5TAGES 16615 109 TH AVE, Edmunican Hu 780-930-4061 6ST #RT 74111 4326 R10001	Tb1 16/1 CNK 3915 GSt 1 Tb1 16/1 CNK 3915 GSt 1 Seleck Salad 24.00 5.Dtotal 24.00 S.Dtotal 24.00 F. Total 24.00 S.Dtotal 24.00 Total 24.00 S.Dtotal 24.00 S.Dtotal 24.00 C. Total 24.00 C.	

.

•

.