

# 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



**Calgary Board  
of Education**

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 Academy	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



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 Trustee Wards 3 & 4

Purpose of Trip / Name of Conference: ASBA Winter Leadership Academy

Departure and Return Date January 14/16 2018 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	761.25		761.25		Invoiced
<b>Travel Costs</b>					
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					
<b>Accommodation</b>					
2 Nights @ \$ 170.65 (Single Rate)	341.30		341.30		
<b>Telecommunication Charges (Internet, Phone calls)</b>					
<b>Meals – Receipts required (Including tips, excluding meals covered by Conference or Others)</b>					
Breakfast(s) (Maximum \$12.00 each)					
Lunch(es) (Maximum \$17.00 each)					
3 Dinner(s) (Maximum \$26.00 each)	68.58		68.58		
<b>Other – Provide Details</b>					
TOTAL COST OF TRIP	1471.13		1471.13		

AMOUNT DUE TO CLAIMANT / <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.

Claimant's Signature

Payment Authorization

**A · S · B · A**  
**Alberta School Boards**  
**Association**

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** 0000038069

**DATE** January 29, 2018

**BILL TO:**

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

DUPLICATE COPY  
 FEB 03 2018  
 Accounts Payable

(403) 817-7933 Ext.

*Grace Trustees*

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

DESCRIPTION	REQ.	UNIT PRICE	EXTENDED PRICE
2018 Winter Leadership Academy, January 15-16  Attendee(s): T.Hurdman, A.Adams, R.Hehr, M.Dennis, J.Hrdlicka, P.Minor	6	725.00	4,350.00

**NET AMOUNT** 4,350.00

**FREIGHT  
G.S.T.** 217.50

**TOTAL DUE** \$4,567.50





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

ADAMS, ALTHEA  
 1221 8TH ST SW  
 CALGARY AB T2R0L4  
 CANADA

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

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	1406031	\$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 Amount		\$369.65	\$40.23

GST# 74111-4326 RT0001

STAGES  
16615 109 TH AVE, Edmonton AB  
780-930-4061  
GST #F7 74111 4326 RT0001

111 LUBA S

Tbl 34/1 Chk 4060 Gst 1  
Jan15'18 04:49PM

1 Calamari 13.00

Subtotal 13.00  
GST 0.65  
Amount Due 13.65

PLEASE PAY SERVER

GRATUITY \_\_\_\_\_

TOTAL 16.00

ROOM# \_\_\_\_\_

PRINT NAME Althea Adams

SIGNATURE \_\_\_\_\_

DOUBLETREE HOTEL  
16615 109 TH AVENUE  
780-484-0821  
EDMONTON, AB  
GST #RT 74111 4326 RT0001

102 JANETTE

Chk 7359 7503 Gst 2  
Jan 13 09:25PM

1 Nachos 16.00  
1 Guacamole 2.00  
1 DELIVERY CHARGE 3.50  
1 Btl K.C. Crafted SB 52.00  
18% Grat 12.60

Subtotal 73.50  
Grat 12.60  
GST 4.31

**GRATUITY INCLUDED**  
90.41  
PLEASE PAY SERVER

GRATUITY \_\_\_\_\_

TOTAL \_\_\_\_\_

ROOM# \_\_\_\_\_

PRINT NAME Althea Adams

SIGNATURE \_\_\_\_\_

STAGES  
16615 109 TH AVE, EDMONTON AB  
780-930-4061  
GST #RT 74111 4326 RT0001

141 JEN

Chk 3915 Gst 1  
Jan 14 '16 07:11PM

1 Steak Salad 24.00  
Subtotal 24.00  
GST 1.20  
Amount Due 25.20

PLEASE PAY SERVER

GRATUITY \_\_\_\_\_

TOTAL 30.00

ROOM# \_\_\_\_\_

PRINT NAME Althea Adams

SIGNATURE \_\_\_\_\_