

expense | monthly tracking report

claimant | Dennis, Marilyn
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 | \$317.00 | travel | PD mileage |
| ASBA Winter Leadership Academy | 01/14-16/18 | Accommodation Jan 14-15 2018 | \$341.30 | travel | PD accommodation |
| ASBA Winter Leadership Academy | 01/14/18 | Meal | \$20.31 | travel | PD food/non alcoholic beverage |
| | | | | | |



Trustee Professional Development and Travel & 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 Marilyn Dennis, Vice-Chair & Trustee Wards 5 & 10

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 |
| Travel Costs | | | | | |
| Airfare | | | | | |
| Insurance | | | | | |
| Rail/Bus | | | | | |
| Taxi/Shuttle Bus/Car Rental at Destination | | | | | |
| Personal Vehicle 634 Km @ 50¢/Km (submit via PeopleSoft) | 317.00 | | 317.00 | | Sent to HR |
| Parking – at Destination | | | | | |
| Accommodation | | | | | |
| 2 Nights @ \$ 170.65 (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) | | | | | |
| Lunch(es) (Maximum \$17.00 each) | | | | | |
| 1 Dinner(s) (Maximum \$26.00 each) | 20.31 | | | 20.31 | |
| Other – Provide Details | | | | | |
| TOTAL COST OF TRIP | 1439.86 | | 1419.55 | | |
| AMOUNT DUE TO CLAIMANT / <CBE> | | | | 20.31 | |

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



**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

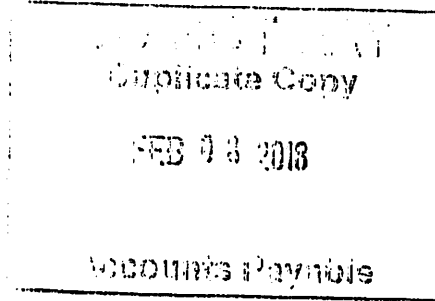
INVOICE

NUMBER 0000038

DATE January 29, 2018

BILL TO:

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



(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 |



16615 - 109 Avenue • Edmonton, AB T5P 4K8
 Phone (780) 484-0821 • Fax (780) 486-1634
 For reservations across the nation
 www.westedmonton.doubletree.com or 1-800-222-TREE

Name & Address

DENNIS, MARILYN
 1221 8TH ST SW
 CALGARY AB T2R0L4
 CANADA

Room 1712/NQ
 Arrival Date 1/14/2018 6:56:00 PM
 Departure Date 1/16/2018
 Adult/Child 1/0
 Room Rate 152.00
 Rate Plan: NTC
 HH #
 AL:
 Car:

Confirmation Number: 91944

1/16/2018



| DATE | REFERENCE | DESCRIPTION | AMOUNT |
|-------------------------------|-----------|--|------------|
| 1/14/2018 | 1405691 | GUEST ROOM | \$152.00 |
| 1/14/2018 | 1405691 | AB TOURISM LEVY | \$6.26 |
| 1/14/2018 | 1405691 | DMF | \$4.56 |
| 1/14/2018 | 1405691 | GST | \$7.83 |
| 1/15/2018 | 1406524 | GUEST ROOM | \$152.00 |
| 1/15/2018 | 1406524 | AB TOURISM LEVY | \$6.26 |
| 1/15/2018 | 1406524 | DMF | \$4.56 |
| 1/15/2018 | 1406524 | GST | \$7.83 |
| 1/16/2018 | 1406864 | MC *9531 | (\$341.30) |
| | | **BALANCE** | \$0.00 |
| EXPENSE REPORT SUMMARY | | | |
| | | 1/14/2018 1/15/2018 STAY TOTAL | |
| | | ROOM AND TAX \$170.65 \$170.65 \$341.30 | |
| | | DAILY TOTAL \$170.65 \$170.65 \$341.30 | |
| | | Total Invoice Amount \$304.00 \$37.30 | |



ACCOUNT NO.

CARD MEMBER NAME

ESTABLISHMENT NO. & LOCATION
 GST# 74111-4326 RT0001

ESTABLISHMENT AGREES TO TRANSMIT TO CARD HOLDER FOR PAYMENT

CARD MEMBER'S SIGNATURE
 X

DATE OF CHARGE FOLIO NO./CHECK NO.
 205940 B

AUTHORIZATION INITIAL

PURCHASES & SERVICES

TAXES

TIPS & MISC.

TOTAL AMOUNT -341.30

MERCHANDISE AND/OR SERVICES PURCHASED ON THIS CARD SHALL NOT BE RESOLD OR RETURNED FOR A CASH REFUND.

PAYMENT DUE UPON RECEIPT



EARLS RESTAURANTS

Earls

Thank you!
285 SARA M

Tbl 72/2 Chk 5710 Gst 2
14Jan'18 07:50PM

1 TACOS CHK SAND* 14.50
w/yam fries 1.75

Subtotal 16.25
GST Tax 0.81
08:22PM Total 17.06

-- PLEASE PAY YOUR SERVER --
General Manager: Hovig Boyadjian
hboyadjian@earls.ca
Head Chef: Jesse Synnuck
jsynnuck@earls.ca

PLEASE PAY YOUR SERVER
GST # R 133319962

EARLS #10201 W. Edmonton
9961 170th Street
Edmonton AB T5P 4S2
780-481-2222

** TRANSACTION RECORD **

Tran. #: 12176
RUC: Restaurant
Table #: 72
Check #: 5710
Group #: 2
Employee #: 285
Employee Name: SARA M

USA CREDIT
Pre-Auth Purchase
XXXXXXXXXXXX9799 C
AID: A0000000031010

Amount \$17.06
Tip \$3.25
=====

TOTAL CAD\$20.31

APPROVED 06020F
00-001 06020F
EA05US02/EA05UC02
014001001014
2018/01/14 20:25:35

TUR: 8080008000
TSI: 7800

No signature required

Customer COPY

THANK YOU
Come Again