expense | monthly tracking report

claimant | Hehr, Richard

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	01/14-15/18	Conference Fee	\$761.25	travel	PD course or registration fee
Academy					
ASBA Winter Leadership	01/14-15/18	Mileage	\$300.00	travel	PD mileage
Academy					
ASBA Winter Leadership	01/14-15/18	Accommodation Jan 14 2018	\$170.65	travel	PD accommodation
ASBA Winter Leadership	01/14-15/18	Meal	\$21.74	travel	PD food/non alcoholic beverage
Academy					
Canadian Club of Calgary	01/17/18	Luncheon w/ James McAra - CEO Calgary Food Bank	\$63.00	other disclosed	PD food/non alcoholic beverage
Canadian Club of Calgary	02/14/18	Luncheon w/ Kathleen Mahoney	\$63.00	other disclosed	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 2	2018
Trustee's Name Richard Hehr, Tru					
Purpose of Trip / Name of Conferen					
Departure and Return Date Januar	y 14/15 2011	8	_Destination: Edmoi	nton	<u></u>
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 600 Km @ 50¢/Km (submit via PeopleSoft)	300.00		300.00	Sent to HR	
Parking – at Destination					
Accommodation					
1 Nights @ \$ <u>170.65</u> (Single Rate)	170.65	· · ·	170.65		
Telecommunication Charges					
(Internet, Phone calls)					i u
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) Other – Provide Details	21.74			21.74	
	1000				
TOTAL COST OF TRIP	1253.64		1231.90		
AMOUNT DUE TO CLAIMANT / <cbe></cbe>	,			21.74	

GST Breakout Area

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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.

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A · S · B · A Alberta School Board Association 1200, 9925 - 109 Stree Phone: 1.780.4 www.asba.ab.ca Email: hrogers@asba BILL TO: Calgary Board of Educa 1221 - 8 St SW Calgary AB T2R 0L4	t Edmonton, Alberta T5K 2J8 82.7311 Fax: 1.780.482.5659 .ab.ca Business #: 10669 4268 tion	NUM DATI	E January	
	i race Trastee	COUNTS Pa		
Customer Number CAL02	P.O. NUMBER	 	TERMS	
		1	Due on Receipt	1
DESCRIPTION		REQ.	UNIT PRICE	EXTENDED PRICE
Attendee(s): T.Hurdman, A.Adams, R.Hehr, M.Der P.Minor	nnis, J.Hrdlicka,			
		NE	FREIGHT G.S.T.	4,350.00 217.50
			TOTAL DUE	\$4,567.50

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Calgary Board of Education

ns: Complete this form to track kilometres travelled. To receive payment, please enter the total weekly kilometres into your timesheet in 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	our Employee Information To be co	ompleted by Employee		
Employee ID	:* First Na	me:* Richard Last	Name:* Hehr, Trustee War	ds 8 & 9
	ip Details: To be completed by Emp h trip on a separate row.	bloyee Record the date, purp	ose, beginning and ending loca	ations, and
Date DD-MM-YY	Purpose for Trip	Trip Starts From	Trip Ends At	Distance in km
14-01-18	ASBA Winter Leadership Academy	Calgary	Edmonton	300
15-01-18		Edmonton	Calgary	300
The total week	kly km must be entered into the times	haat in PoopleSoft	Total Kilometres	600
Section 3: To	o be completed by Employee and Ap			
Employee	peincoming@westcanadian.com	Time Approver Nar	Trish Minor	/
Signature:* Employee	403-817-7927	Time Approver Na		
Phone:*	Time Approver Phone:*	Date DD-MM-YY:*		
Date DD-MM-Y	Y: * 403-817-7924 on is collected under the authority of Alberta's Freed	om of Information and Protection of P	rivacy Act (FOIP). This information will b	be used for the
management of pe protection provision	rsonnel and for the delivery of various Human Reso rsonnel and for the delivery of various Human Reso rs of FOIP. If you have any questions about the FOI he information, please contact the Employee Contact	urces programs at the Calgary Board P Act, please access http://www.cbe.a	of Education. It will be treated in accord	ance with the privacy

Directio



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

Hilton

Room Arrival Date Departure Date 1702/NQ 1/14/2018 7:59:00.PM 1/15/2018

Adult/Child Room Rate Rate Plan: HH # AL: Car: 1/0 152.00 NTC 316420267 BLUE

Confirmation Number: 92992974

1/15/2018

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HEHR, RICHARD

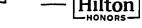
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CALGARY AB T2P 5K1 CANADA

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Name & Address

DATE	REFERENCE		DESCRIPTION		AMOUNT	r		WX
1/14/2018	1405682	GUEST ROOM						WALDORF ASTORIA
1/14/2018	1405682				\$152			HOTELS & RESORTS
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		DMF			-	.56	, i	
1/14/2018	1405682	GST			\$7	.83		
1/15/2018	1405900	MC *9531			(\$170.	65)	C	canopy
		BALANCE			\$0	.00		17 WILTON 0
EXPENSE R	EPORT SUMM	ARY						(B)
		1/14/2018 ST	TAY TOTAL					Hilton
ROOM AND	tax		70.65					HOTELS & RESORTS
DAILY TOTA			70.65					
	Γ	• •••••••••••••••••••••••••••••••••••	70.00					CURIO
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		for our best available	rates!					
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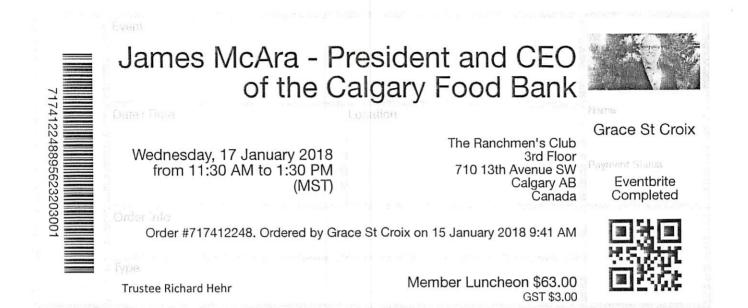
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16615 109th Avenue Edmonton AB T5P 4K8 780-484-0821 ****** TRANSACTION RECORD ****** Tran. #: 2194 Merch. ID: 040080098875 Terminal #: 014 Device ID: 03 Retrieva: #:14900000000 PURCHASE ×××××××××××××6276 Visa Entry Method: Chip \$18.90 Amount Tip \$2.84 TOTAL CAD\$21.74 2018/01/14 20:50:47 00-001 033029 DTHEWS03/DTHEWC03 APPROVED 033029 By entering a verified PIN, cardholder agrees to Pay issuer such total in accordance with issuer's agreement with cardholder APP Label: VISA CREDIT AID: A000000031010 TVR: 0080008000

DOUBLETREE BY HILTON

Customer Copy

TSI: F800





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	Vendor Number	
	Disbursement Voucher	Today's Date
Link I		Day Month Year 20 02 2018
	Pay to: Trustee Richard Hehr	
Calgary Board of Education	Address: 1221 – 8 Street SW	Due Date Day Month Year
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	Refer to reverse for usage guidelines	<u> </u>
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St. Croix, Grace M

Subject:

FW: Receipt from Canadian Club of Calgary

From: Canadian Club of Calgary via Square <<u>receipts@messaging.squareup.com</u>> Date: February 14, 2018 at 11:09:51 AM MST

Subject: Receipt from Canadian Club of Calgary

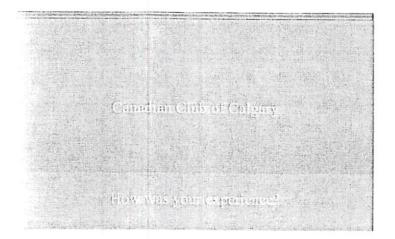
Reply-To: Canadian Club of Calgary via Square

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Trustee Richard Hehr

Quantity 1 Ticket @ \$60.00 + \$3.00 gst. = \$63.00



Canadian Club of Calgary 403-650 9170 . : 14/02/2018, Visa 4241 (Swipe)

MSA RICHARD HEHR

11:09 #vwCg Auth code: 072957

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