

## 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



**Calgary Board  
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
ASBA Winter Leadership Academy	01/14-15/18	Conference Fee	\$761.25	travel	PD course or registration fee
ASBA Winter Leadership Academy	01/14-15/18	Mileage	\$300.00	travel	PD mileage
ASBA Winter Leadership Academy	01/14-15/18	Accommodation Jan 14 2018	\$170.65	travel	PD accommodation
ASBA Winter Leadership Academy	01/14-15/18	Meal	\$21.74	travel	PD food/non alcoholic beverage
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



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 Richard Hehr, Trustee Wards 8 & 9

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

Departure and Return Date January 14/15 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>					
1 Nights @ \$ 170.65 (Single Rate)	170.65		170.65		
<b>Telecommunication Charges</b> (Internet, Phone calls)					
<b>Meals – Receipts required</b> (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)	21.74			21.74	
<b>Other – Provide Details</b>					
<b>TOTAL COST OF TRIP</b>	<b>1253.64</b>		<b>1231.90</b>		

AMOUNT DUE TO CLAIMANT / <CBE>

21.74

**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

**BILL TO:**

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

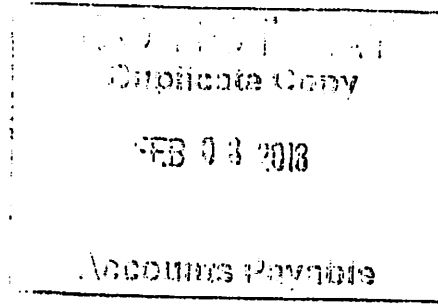
(403) 817-7933 Ext.

*Grace Trustees*

**INVOICE**

NUMBER 0000038069

DATE January 29, 2018



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
<b>TOTAL DUE</b>	<b>\$4,567.50</b>





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**

HEHR, RICHARD  
 511 1108 6 ACE. SW  
 CALGARY AB T2P 5K1  
 CANADA

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

Adult/Child 1/0  
 Room Rate 152.00

Rate Plan: NTC  
 HH # 316420267 BLUE  
 AL:  
 Car:

Confirmation Number: 92992974

1/15/2018



DATE	REFERENCE	DESCRIPTION	AMOUNT
1/14/2018	1405682	GUEST ROOM	\$152.00
1/14/2018	1405682	AB TOURISM LEVY	\$6.26
1/14/2018	1405682	DMF	\$4.56
1/14/2018	1405682	GST	\$7.83
1/15/2018	1405900	MC *9531	(\$170.65)
		**BALANCE**	\$0.00
<b>EXPENSE REPORT SUMMARY</b>			
		1/14/2018 STAY TOTAL	
		ROOM AND TAX	\$170.65 \$170.65
		DAILY TOTAL	\$170.65 \$170.65
<p>Hilton Honors(R) stays are posted within 72 hours of checkout. To check your earnings or book your next stay at more than 4,000 hotels and resorts in 100 countries, please visit Honors.com</p> <p>Thank you for choosing Doubletree! Come back soon to enjoy our warm chocolate chip cookies and relaxed hospitality. For your next trip visit us at doubletree.com for our best available rates!</p> <p>Total Invoice Amount \$152.00 \$18.65</p>			



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.  
 205941 A

AUTHORIZATION INITIAL

PURCHASES & SERVICES

TAXES

TIPS & MISC.

TOTAL AMOUNT -170.65

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

PAYMENT DUE UPON RECEIPT



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

140 JEN

14/1 Chk 3935 Gst 1  
Jan14'18 08:15PM

1 Chicken Club 18.00  
GREEN SALAD

Subtotal 18.00  
GST 0.90  
Amount Due 18.90

PLEASE PAY SERVER

GRATUITY 2.84  
TOTAL 21.74

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

PRINT NAME R HILTON

SIGNATURE \_\_\_\_\_

DOUBLETREE BY HILTON  
16615 109th Avenue  
Edmonton AB T5P 4K8  
780-484-0821

\*\* TRANSACTION RECORD \*\*

Tran. #: 2194  
Merch. ID: 040080098875  
Terminal #: 014  
Device ID: 03  
Retrieval #: 149000000000

PURCHASE

XXXXXXXXXXXX6276  
Visa  
Entry Method: Chip

Amount \$18.90  
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: A0000000031010  
TUR: 0080008000  
TSI: F800

Customer Copy

Event

# James McAra - President and CEO of the Calgary Food Bank



Date/Time

Wednesday, 17 January 2018  
from 11:30 AM to 1:30 PM  
(MST)

Location

The Ranchmen's Club  
3rd Floor  
710 13th Avenue SW  
Calgary AB  
Canada

Name

Grace St Croix

Payment Status

Eventbrite  
Completed

Order Info

Order #717412248. Ordered by Grace St Croix on 15 January 2018 9:41 AM

Type

Trustee Richard Hehr

Member Luncheon \$63.00  
GST \$3.00



717412248895623203001



Eventbrite

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St. Croix, Grace M

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**Subject:** FW: Receipt from Canadian Club of Calgary

**From:** Canadian Club of Calgary via Square <receipts@messaging.squareup.com>

**Date:** February 14, 2018 at 11:09:51 AM MST

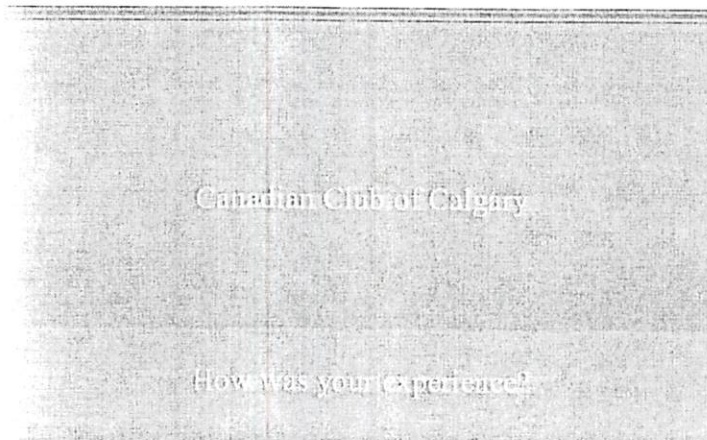
**Subject:** Receipt from Canadian Club of Calgary

**Reply-To:** Canadian Club of Calgary via Square

<r\_oi2densug43tevbzjbnf2d.rYUZ.wpbC30dM2kEt41nt.421232a3565384e476e4944b9cc4d4261edba17b@reply.squareup.com>

Trustee Richard Hehr

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



Canadian Club of Calgary

403-650-9170

Visa 4241 (Swipe)

VISA

RICHARD HEHR

14/02/2018,

11:09

#vwCg

Auth code:

072957

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