

# expense | monthly tracking report

claimant | Davis, Lisa  
position | Trustee  
level | Board of Trustees  
reporting period | July 1 to August 31, 2018  
date of report | October-12-18



**Calgary Board  
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
TEBA Meeting	11/21/2017	TEBA Meeting - Airfare	\$529.46	travel	BUS airfare/bus/rail
TEBA Meeting	11/21/2017	TEBA Meeting - Taxi	\$63.25	travel	BUS airfare/bus/rail



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: August 28 2018

Trustee's Name Lisa Davis, Trustee Wards 6 & 7

Purpose of Trip / Name of Conference: TEBA Meeting

Departure and Return Date Nov 21 2017

Destination: Edmonton, AB

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
<b>Registration/Conference Fees</b>					
<b>Travel Costs</b>					
Airfare	529.46			529.46	
Insurance					
Rail/Bus					
Taxi/Shuttle Bus/Car Rental at Destination	63.25			63.25	
Personal Vehicle Km @ 50¢/Km (submit via PeopleSoft)					
Parking – at Destination					
<b>Accommodation</b>					
Nights @ \$ (Single Rate)					
<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)					
Dinner(s) (Maximum \$26.00 each)					
Other – Provide Details					
<b>TOTAL COST OF TRIP</b>	<b>592.71</b>				
<b>AMOUNT DUE TO CLAIMANT / &lt;CBE&gt;</b>				<b>592.71</b>	
<b>GST Breakout Area</b>					

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

GREATER EDMONTON TAXI  
SERVICE  
10135 31 AVE NW  
EDMONTON AB

CARD \*\*\*\*\*  
CARD TYPE MASTERCARD  
DATE 2017/11/21  
TIME 4844 14:02:13  
INVOICE #  
RECEIPT NUMBER  
C85008219-001-001-113-0

PURCHASE  
AMOUNT \$55.00  
TIP \$8.25  
TOTAL

**\$63.25**

A0000000041010  
460728210128AE28  
0000008000-E800  
0E57CAF68948442A

**APPROVED**

AUTH# 01-027  
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

YELLOW CAB 780.462.3456  
BARREL TAXI 780.489.7777  
EDMTAXI.COM  
GST 100403070

GREATER EDMONTON TAXI  
SERVICE  
10135 31 AVE NW  
EDMONTON AB

CARD \*\*\*\*\*  
CARD TYPE MASTERCARD  
DATE 2017/11/21  
TIME 4844 14:02:13  
INVOICE #  
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AMOUNT \$55.00  
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TOTAL

**\$63.25**

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0000008000-E800  
0E57CAF68948442A

**APPROVED**

AUTH# 01-027  
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

YELLOW CAB 780.462.3456  
BARREL TAXI 780.489.7777  
EDMTAXI.COM  
GST 100403070



# Booking Confirmation



Booking Reference: **SWQG**

Date of issue: 20 Nov, 2017

This is your Itinerary/Receipt. You must bring it with you to the airport for check-in and we recommend you keep a copy for your records. Please also take the time to review it as it contains the general conditions of carriage and applicable tariffs that apply to the tickets, bookings and air services detailed below, as well as baggage, dangerous goods and other important information related to your trip.

## - Depart

### Economy Tango

Tuesday  
21 Nov, 2017

12:15  
**Calgary**  
Calgary Intl. (YYC), AB



13:13  
**Edmonton**  
Edmonton Intl. (YEG), AB

AC8140

0hr58  
Economy V  
Operated by: Air Canada Express -  
Jazz | Dash 8-300

## - Return

### Economy Tango

Tuesday  
21 Nov, 2017

19:45  
**Edmonton**  
Edmonton Intl. (YEG), AB



20:46  
**Calgary**  
Calgary Intl. (YYC), AB

AC8157

1hr01  
Economy V  
Operated by: Air Canada Express -  
Jazz | Dash 8-300

## Passengers

**Lisa Davis**

Seats

Ticket Number

AC8140 6A  
AC8157 11A


Air Canada - Aeroplan

 Purchase summary

Tax Information  
 GST/HST no. 10009-2287 RT0001  
 \$5.00

Additional Charges  
 adult

Base Fare	0.00
Total Additional Fare - per passenger	<u>0.00</u>
Extras (Change Fee)	
Change Fee	100.00
Goods and Services Tax - Canada no. 100092287 RT0001	5.00
Total Extras (Change Fee) - per passenger	<u>105.00</u>
Total (per passenger)	<u>105.00</u>
GRAND TOTAL(Canadian dollars)	<u>\$105.00</u>

 Check-in and boarding gate deadlines

Within Canada

**90**  
minutes  
**Recommended check-in time**  
 You should check in no later than the times indicated at left. This will ensure you have plenty of time to check in, drop off your checked bags and pass through security.

**45**  
minutes<sup>1</sup>  
**Check-in and baggage drop-off deadline**  
 You must have checked in, obtained your boarding pass and deposited all checked bags at the baggage drop-off counter before the end of the check-in period for your flight

**15**  
minutes  
**Boarding gate deadline**  
 You must be present at the boarding gate before it closes.

1. From Toronto City Airport (YTZ) - Check-in and baggage drop-off deadline: 20 minutes.



# Booking Confirmation



Booking Reference: **SWQ**

Date of issue: 20 Nov, 2017

This is your Itinerary/Receipt. You must bring it with you to the airport for check-in and we recommend you keep a copy for your records. Please also take the time to review it as it contains the general conditions of carriage and applicable tariffs that apply to the tickets, bookings and air services detailed below, as well as baggage, dangerous goods and other important information related to your trip.

## - Depart

### Economy Tango

Tuesday  
21 Nov, 2017

13:55  
**Calgary**  
Calgary Intl. (YYC), AB



14:47  
**Edmonton**  
Edmonton Intl. (YEG), AB

AC8144

0hr52  
Economy V  
Operated by: Air Canada Express -  
Jazz | Q400

## - Return

### Economy Tango

Tuesday  
21 Nov, 2017

19:45  
**Edmonton**  
Edmonton Intl. (YEG), AB



20:46  
**Calgary**  
Calgary Intl. (YYC), AB

AC8157

1hr01  
Economy V  
Operated by: Air Canada Express -  
Jazz | Dash 8-300

## Passengers

**Lisa Davis**  
Ticket Number  
Air Canada - Aeroplan

Seats  
AC8144 -  
AC8157 -



## Purchase summary

<b>MasterCard</b> ***** Amount paid: \$424.46 Tax information GST/HST no. 10009-2287 RT0001 \$20.21	<b>1 adult</b>
<b>Transportation Charges</b>	
Base Fare - Depart - Economy Tango	153.00
Base Fare - Return - Economy Tango	153.00
Surcharges	24.00
<b>Taxes, Fees and Charges</b>	
Goods and Services Tax - Canada no. 100092287 RT0001	20.21
Air Travellers Security Charge	14.25
Airport Improvement Fee - Canada	60.00
<b>Total airfare and taxes before options</b>	<b>\$424<sup>46</sup></b>
<b>GRAND TOTAL (Canadian dollars)</b>	<b>\$424<sup>46</sup></b>



## Check-in and boarding gate deadlines

Within Canada

**90**  
minutes

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