## expense | monthly tracking report

claimant | Dennis, Marilyn

position | Trustee

level | Board of Trustees

reporting period | May 1 to June 30, 2018

date of report | August-17-18



Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
ASBA SGM - Red Deer	06/3-5/18	Conference Fee	\$708.75	travel	conferences & workshops
ASBA SGM - Red Deer	06/3-5/18	Accommodation	\$350.08	travel	BUS accommodation
ASBA SGM - Red Deer	06/3-5/18	Mileage	\$150.00	travel	BUS mileage



INVOICE

NUMBER 0000038375

DATE

June 25, 2018

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

(402) 917-7033 Evt

Customer Number	P.O. NUMBER		TERMS	
CAL02			Due on Receipt	
DESCRIPTION		REQ.	UNIT PRICE	EXTENDED PRICE
Spring General Meeting 2018		1	675.00	675.00
Attendee(s): M. Dennis				
A. Deimis				
	ACCOUNTS MOVEMEN			
		!	NET AMOUNT	675.00
			FREIGHT G.S.T	
			TOTAL DUI	<b>E</b> \$708.7



## Kilometre Travel Log

**Directions:** Complete this form to track kilometres travelled. To receive payment, please enter the total weekly kilometres into your timesheet ir 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 com	pleted by Employee				
Employee ID:* First Name:* Marilyn Last Name:* Dennis, Vice-Chair & Trustee Wards 5 & 10						
	ip Details: To be completed by Emplo	yee Record the date, purpose,	beginning and ending locati	ons, and		
Date DD-MM-YY	Purpose for Trip	Trip Starts From	Trip Ends At	Distance in km		
03-06-18	ASBA SGM	Calgary	Red Deer	150		
05-06-18		Red Deer	Calgary	150		
	_					
		9				
nna-mada a mara a m						
The total week	⊥ kly km must be entered into the timeshe	et in PeopleSoft.	Total Kilometres	300		
	o be completed by Employee and Appr	over The approver must create	e a PDF copy of the complet	ed Travel Log		
Employee Signature:*		Time Approver Name:*	Trish Minor			
Employee Phone:*	403-817-7927	Time Approver Signatu	Time Approver Signature:*			
Date DD-MM-YY: * Time Approver Phone:* 403-817-7924		Date DD-MM-YY:*  14-06-18				
	on is collected under the authority of Alberta's <i>Freedom</i> ersonnel and for the delivery of various Human Resourc					

protection provisions of FOIP. If you have any questions about the FOIP Act, please access http://www.cbe.ab.ca/legal/foip. If you have any questions about this form

and/or the use of the information, please contact the Employee Contact Centre at 1-877-353-2555.

Sheraton Red Deer 3310 50 Avenue Red Deer, AB T4N 3X9 Canada

Tel: 403-346-2091 Fax: 403-340-0255



## Sheraton'

1 Invoice Nbr Marilyn Dennis Page Number Guest Number : Folio ID Α 17:05 Arrive Date 03-JUN-18 AF02AF - Alberta School Boards Asso Att Depart Date : 05-JUN-18 12:32 No. Of Guest Room Number Club Account

Copy Tax Invoice

Tax ID:	R849702444				
<b>.</b> .					

TAX ID .	1045/0244	<b></b>		
Sheraton Re	d Deer JUN-	12-2018 09:09 DPOTY		The second secon
Date	Reference	Description	Charges (CAD)	Credits (CAD)
03-JUN-18	RT1304	Room Chrg Grp Association	159.00	
03-JUN-18	RT1304	GST Room Charge	8.03	
03-JUN-18	RT1304	Tourism Levy	6.42	
03-JUN-18	RT1304	SRD Destination Marketing	1.59	
04-JUN-18	RT1304	Room Chrg Grp Association	159.00	
04-JUN-18	RT1304	GST Room Charge	8.03	
04-JUN-18	RT1304	Tourism Levy	6.42	
04-JUN-18	RT1304	SRD Destination Marketing	1.59	
05-JUN-18	MC	MasterCard-		-350.08
		** Total	350.08	-350.08
		*** Balance	-0.00	

GST Summary	GST# R849702444	Amount (CAD)
GST R	oom Revenue	16.06
GST Fo	ood & Beverage	0.00
GST Te	lephone	0.00
GST O	her	0.00
	GST Total	16.06

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Continued on the next page

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Tel: 403-346-2091 Fax: 403-340-0255



## Sheraton'

Marilyn Dennis Page Number 2 Invoice Nbr

Guest Number

Folio ID Α

AF02AF - Alberta School Boards Asso Att Arrive Date 03-JUN-18 Depart Date : 05-JUN-18 12:32

No. Of Guest

Room Number

Club Account

17:05

EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room Chgs F	ood & Bev	Telephone	Other	Total	Payment
06-03-2018	175.04	0.00	0.00	0.00	175.04	0.00
06-04-2018	175.04	0.00	0.00	0.00	175.04	0.00
06-05-2018	0.00	0.00	0.00	0.00	0.00	-350.08
						**********
Total	350.08	0.00	0.00	0.00	350.08	-350.08