

expense | monthly tracking report

claimant | Hrdlicka, Julie
position | Trustee
level | Board of Trustees
reporting period | May 1 to June 30, 2018
date of report | August-17-18



**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Meeting w/ Education Minister (Chair Hurdman/Trustee Hrdlicka)	05/30/18	Mileage (Calgary to Edmonton, Return)	\$300.00	travel	BUS mileage
ASBA SGM - Red Deer	06/04/18	Conference Fee	\$393.75	travel	conferences & workshops
ASBA SGM - Red Deer	06/04/18	Mileage	\$150.00	travel	BUS mileage



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: Your Employee Information *To be completed by Employee*

Employee ID:* First Name:* Julie Last Name:* Hrdlicka, Trustee Wards 11 & 13

Section 2: Trip Details: *To be completed by Employee* Record the date, purpose, beginning and ending locations, and distance of each trip on a separate row.

Date DD-MM-YY	Purpose for Trip	Trip Starts From	Trip Ends At	Distance in km
30-05-18	Meeting with Minister of Education (T. Hurdman, J. Hrdlicka)	Calgary	Edmonton	300
30-05-18		Edmonton	Calgary	300
	(Board Business)			

The total weekly km must be entered into the timesheet in PeopleSoft. Total Kilometres 600

Section 3: To be completed by Employee and Approver The approver must create a PDF copy of the completed Travel Log and send to: cbeincoming@westcanadian.com

Employee Signature:*		Time Approver Name:*	Trish Minor
Employee Phone:*	403-817-7927	Time Approver Signature:*	
Date DD-MM-YY: *	Time Approver Phone:*	Date DD-MM-YY:*	
	403-817-7924	14-06-18	

Personal information is collected under the authority of Alberta's Freedom of Information and Protection of Privacy Act (FOIP). This information will be used for the management of personnel and for the delivery of various Human Resources programs at the Calgary Board of Education. It will be treated in accordance with the privacy 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.



INVOICE

NUMBER 000038374

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

(403) 817-7933 Ext.

Customer Number	P.O. NUMBER	TERMS		
CAL02		Due on Receipt		
DESCRIPTION	REQ.	UNIT PRICE	EXTENDED PRICE	
Spring General Meeting 2018 Attendee(s): J. Hrdlicka	1	375.00	375.00	
RENEWAL				
JUNE 2018				
ACCOUNT NO. 2018-1018				
			NET AMOUNT	375.00
			FREIGHT G.S.T.	18.75
			TOTAL DUE	\$393.75



**Calgary Board
of Education**

Kilometre Travel Log

Directi

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Employee ID:*	First Name:* Julie	Last Name:* Hrdlicka, Trustee Wards 11 & 13		

Section 2: Trip Details: *To be completed by Employee* Record the date, purpose, beginning and ending locations, and distance of each trip on a separate row.

Date DD-MM-YY	Purpose for Trip	Trip Starts From	Trip Ends At	Distance in km
04-06/18	ASBA-SGM	Calgary	Red Deer	150
04-06-18		Red Deer	Calgary	150

The total weekly km must be entered into the timesheet in PeopleSoft.	Total Kilometres 300
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Employee Signature:*		Time Approver Name:*	Trish Minor
Employee Phone:*	403-817-7927	Time Approver Signature:*	
Date DD-MM-YY: *	Time Approver Phone:* 403-817-7924	Date DD-MM-YY:*	15-06-18

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