

expense | monthly tracking report

claimant | **Dennis, Marilyn**
position | **Trustee**
level | **Board of Trustees**
reporting period | **November 1 to December 31, 2018**
date of report | **February-08-19**



**Calgary Board
of Education**

| Description | Date (mm/dd/yyyy) | Details and/or Rationale | Amount (CDN\$) | Category | Expense Type |
|-------------|----------------------|--------------------------|----------------|----------|---------------------------------|
| ASBA FGM | 11/18-20/18 | ASBA FGM Conference Fees | \$813.75 | travel | conferences & workshops |
| ASBA FGM | 11/18-20/18 | ASBA FGM Accommodation | \$446.84 | travel | BUS accommodation |
| ASBA FGM | 11/18-20/18 | ASBA FGM Meals | \$19.32 | travel | BUS 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: November 28 2018

Trustee's Name Marilyn Dennis, Vice-Chair & Trustee Wards 5 & 10

Purpose of Trip / Name of Conference: ASBA FGM

Departure and Return Date November 18/20, 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 | 813.75 | | 813.75 | | Invoiced |
| Travel Costs | | | | | |
| Airfare | | | | | |
| Insurance | | | | | |
| Rail/Bus | | | | | |
| Taxi/Shuttle Bus/Car Rental at Destination | | | | | |
| Personal Vehicle Km @ 50¢/Km (submit via PeopleSoft) | | | | | |
| Parking – at Destination | | | | | |
| Accommodation | | | | | |
| 2 Nights @ \$ <u>223.42</u> (Single Rate) | 446.84 | | 446.84 | | |
| Telecommunication Charges (Internet, Phone calls) | | | | | |
| 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) | 19.32 | | | 19.32 | |
| Other – Provide Details | | | | | |
| TOTAL COST OF TRIP | 1279.91 | | 1260.59 | | |
| AMOUNT DUE TO CLAIMANT / <CBE> | | | | 19.32 | |

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 _____

St. Croix, Grace M

From: events@regonline.ca
Sent: October-19-18 2:04 PM
To: St. Croix, Grace M
Cc: St. Croix, Grace M
Subject: Registration Confirmation

You are receiving this email because you registered for FGM 2018.
If you are having trouble viewing this email, try [viewing it in a browser](#).

Event Confirmation



FGM 2018

Thank you for registering. You are confirmed for FGM 2018.

Name: Marilyn Dennis
Registration ID: 111367701

[Review, change, or update your registration.](#)

We look forward to seeing you at the event!

Get event information on the go with our NEW Mobile Event Guide! To access on your mobile device, [click here](#)

When

November 18-20, 2018

Where

The Westin Edmonton
10135 100 Street
Northwest
Edmonton, Alberta T5J
0N7
(780) 426-3636

[For a map and directions to the event, click here.](#)

Contact

Phone: 780-451-7102

Interested in hosting your own event? [Click here.](#)

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Quick, easy and affordable online event registration and event management software for all event sizes.



Suite 1200, 9925 - 109 Street Edmonton, AB T5K 2J8
 Phone: 780.482.7311 Fax: 780.482.5659
 www.asba.ab.ca email: finance@asba.ab.ca

Invoice

| | |
|------------|-----------|
| Date | Invoice # |
| 11/30/2018 | 201864 |

Invoice To

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

Terms - Net 30 days

| Quantity | Item | Description | Net | Amount |
|----------|-------------------|--|----------|----------|
| | Registration Fees | Fall General Meeting - as per the attached <i>Vice-Chair Marilyn Dennis</i> <i>\$ 813.75</i> | 3,100.00 | 3,100.00 |

| | |
|--------------------------|------------|
| Sales Tax Summary | |
| GST@5.0% | CAD 155.00 |
| Total Tax | CAD 155.00 |

| | |
|-----------------------|---------------------------|
| GST/HST No. 106694268 | Total CAD 3,255.00 |
|-----------------------|---------------------------|



HOTEL MACDONALD

10065 - 100 Street NW
Edmonton, AB, Canada T5J 0N6
T (780) 424-5181 F (780) 429-6481
G.S.T. Registration # 846543619

Room :
Folio # :
Cashier # : 4522
Page # : 1 of 1

Mrs Marilyn Dennis
1221 8th Street SW
Calgary AB
T2R 0L4 Canada

Arrival : 11-18-18
Departure : 11-20-18

| Date | Description | Additional Information | Charges | Credits |
|--------------------|------------------------|------------------------|---------------|---------------|
| 11-18-18 | Government Rate | | 199.00 | |
| 11-18-18 | Room - DMF | | 5.97 | |
| 11-18-18 | Room - AB Tourism Levy | | 8.20 | |
| 11-18-18 | Room - GST | | 10.25 | |
| 11-19-18 | Government Rate | | 199.00 | |
| 11-19-18 | Room - DMF | | 5.97 | |
| 11-19-18 | Room - AB Tourism Levy | | 8.20 | |
| 11-19-18 | Room - GST | | 10.25 | |
| 11-19-18 | Mastercard | | | 446.84 |
| Total | | | 446.84 | 446.84 |
| Balance Due | | | 0.00 | |

GST Summary

| | |
|--------------|--------------|
| Room | 20.50 |
| F&B | 0.00 |
| Other | 0.00 |
| Total | 20.50 |

Thank you for choosing Fairmont Hotels & Resorts.

To provide feedback about your stay, please contact Garrett Turta, General Manager, at Garrett.Turta@fairmont.com. We also invite you to share memories of your experience on our community forum - visit www.everyonesanoriginal.com.

For information or reservations, visit us at www.fairmont.com or call Fairmont Hotels & Resorts from: United States or Canada 1 800 441 1414
Pour information et réservations visitez notre web au www.fairmont.com ou téléphoner au Hôtels Fairmont de: États-Unis ou Canada 1 800 441 1414

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part of or the full amount of these charges. Overdue balance subject to a surcharge at the rate of 1.5% per month after one month. (18.00% per annum.)
I have accepted delivery of The Globe and Mail. Had I refused, I would have been eligible for a \$1.00 (Mon-Fri) and \$2.00 (Sat.) credit to my account. (At participating hotels.)

Je me porte personnellement responsable du règlement total de cette note au cas où la compagnie, l'association ou son représentant désigné en refuserait le paiement. Les comptes en souffrance sont sujets à un intérêt de 1.5% par mois après un mois. (18,00% par année)
J'ai accepté la livraison du journal The Globe and Mail. Si j'avais refusé, j'aurais pu obtenir un crédit à mon compte de 1.00\$ par jour (du Lundi au Vendredi) et de 2.00\$ le Samedi. (Dans les hôtels participants.)

Thank you for choosing to stay with Fairmont Hotels & Resorts
Merci d'avoir choisi les Hôtels Fairmont

CRAFT BEER MARKET
10013 101A Avenue
Edmonton AB T5J 0C3
780-424-7339

** TRANSACTION RECORD **
Tran. #: 427
Check #: 923440
Employee #: 1098
Employee: Z-HEATHER

Type: Purchase
Acct: Visa
Card #: xxxxxxxxxxxx

Amount \$16.80
Tip \$2.52
=====

TOTAL CAD\$19.32

Reference #:
66275245 0014540150 H
Auth. #: 03041F
CBMECS21/W66275245 005
11/19/2018 7:34:34 PM

VISA CREDIT
A0000000031010

APPROVED - THANK YOU
01-027

No signature required

Customer Copy

IMPORTANT
Retain this copy for
your records

THANK YOU
Come Again

CHECK # 923440 DATE 11/19/18
TABLE # 103 TIME 7:31PM
=====

-- DINING : PARTY 3 --

| SEAT# | ITEMS ORDERED | AMOUNT |
|-------|----------------|--------|
| 3 | MED POWER BOWL | 16.00 |
| | SUBTOTAL | 16.00 |
| | GST | 0.80 |
| | | ----- |
| | TOTAL | 16.80 |

| | |
|----------|-------|
| SUBTOTAL | 16.00 |
| GST | 0.80 |

TOTAL DUE 16.80

OF GUESTS 1

WINE VS BEER BREWMASTER DINNER
Wednesday November 28th 6pm
4 Course Dinner with Beer/Wine pairings
Tickets are \$60 and can be purchased
Online or In House
RiceHowardEvents@CRAFTBeerMarket.ca
www.CRAFTBeerMarket.ca
780.424.BEER

GST# 843991241 RT0001