

expense | monthly tracking report

claimant | Hurdman, Trina
position | Trustee
level | Board of Trustees
reporting period | January 1 to February 28, 2019
date of report | April-12-19



**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Budget 2019 Consultation with Minister Eggen	01/17/2019	Budget 2019 Consultation - Car Rental	\$45.80	travel	BUS airfare/bus/rail
Budget 2019 Consultation with Minister Eggen	01/17/2019	Budget 2019 Consultation - Accommodation	\$178.51	travel	BUS accommodation
Bell Mobility Invoice	01/17/2019	Monthly Service Plan	\$56.37	other disclosed	telecom/cell phone
ASBA Winter Leadership Academy	01/20-22/19	Conference Fee	\$628.95	travel	PD course or registration fee
ASBA Winter Leadership Academy	01/20-22/19	Accommodation	\$213.30	travel	PD accommodation
ASBA Winter Leadership Academy	01/20-22/19	Meals	\$38.90	travel	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 18 2019

Trustee's Name Trina Hurdman, Chair & Trustee Wards 1 & 2

Purpose of Trip / Name of Conference: Budget 2019 Consultation

Departure and Return Date Jan16, returned Jan 17 2019 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
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Registration/Conference Fees

Travel Costs

Airfare

Insurance

Rail/Bus

Taxi/Shuttle Bus/Car Rental
at Destination

45.80

45.80

Personal Vehicle Km @
50¢/Km (submit via PeopleSoft)

Parking – at Destination

Accommodation

1 Nights @ \$ 178.51
(Single Rate)

178.51

178.51

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)

Dinner(s)
(Maximum \$26.00 each)

Other – Provide Details

TOTAL COST OF TRIP

224.31

224.31

AMOUNT DUE TO CLAIMANT / <CBE>

224.31

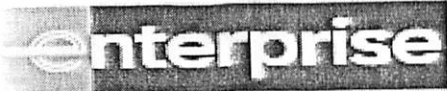
GST Breakout Area

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



155 CROWFOOT WAY NW
 CALGARY, AB T3G3P7
 Federal GST# :889365821

Rental Agreement #:
 Bill Ref #:
 Invoice Date:
 Account #:

17/01/2019

BILLING DETAIL

Description	Qty/Per	Rate	Amount
TIME & DISTANCE	1 DAY	31.04	31.04
TIME & DISTANCE	1 HR	10.24	10.24

Subtotal 41.28

VEHICLE LICENSE FEE RECOVERY	2 DAY	1.17	2.34
GOODS AND SERVICES TAX	PCT	5.00	2.18

Total Charges (CAD) 45.80

PAYMENTS

Payment Master Card -45.80

Total Payments (CAD) -45.80

Amount Due (CAD) 0.00

Individual line item charges such as rental rates for Time and Distance, percentage-based charges (e.g., sales taxes and fees or surcharges), and charges divided between multiple parties may be rounded up or down a whole cent to ensure that the charges equal the actual Total Amount Due and/or to avoid fractional cents.

BILL TO

TRINA HURDMAN

RENTAL INFORMATION

Date/Time Out 01/16/2019 16:49 Date/Time In 01/17/2019 17:53

Renter HURDMAN, TRINA

RENTAL VEHICLES

Color	License	Model	Unit	Miles/Kms	
				Out	In
BLACK	E72865	SENT	7QDJ07	26,909	27,554

VIN:3N1AB7AP4JY293012

CLAIM INFORMATION

Claim# / PO# / RO# Insured

Date of Loss Type of Loss Type of Vehicle

Repair Shop

For Billing Inquiries / Payment Terms :

Payment Due within days of invoice date
 Late payments are subject to a finance charge.

Thank You For Choosing Enterprise

Please Return This Portion With Remittance

Amount Due (CAD) 0.00

Remit To :

ENTERPRISE RENT-A-CAR
 5821 - 6 STREET SE
 CALGARY, AB T2H1M4

Paid By:

Account #	Rental Agreement	Amount	GPBR
4LMI		0.00	C506



MATRIX

HOTEL

**Trina Hurdman
Canada**

Room No. :
 Arrival : 01-16-19
 Departure Date : 01-17-19
 Folio No. : 6331219
 Conf. No. :
 P.O. No. :

Company Name:

Group Name:

COPY OF INVOICE

Date	Description	Charges	Credits
01-16-19	Room Revenue	159.00	
01-16-19	Destination Marketing Fee	4.77	
01-16-19	Room GST	8.19	
01-16-19	Tourism Levy	6.55	
01-17-19	Mastercard XXXXXXXXXXXXXX		178.51
Total Charges		178.51	
Total Credits			178.51
Balance			0.00

Merchant ID
 Transaction ID
 Approval Code
 Approval Amount 178.51

Credit Card # XXXXXXXXXXXXX
 Capture Method Swiped
 Transaction Amount 178.51

Mobile
Bill Date: January 17, 2019
TRUSTEE CHAIR
Mobile Ref.
Trustees Office

Next Bill Date: February 17, 2019

CURRENT CHARGES

Monthly charges billed to Feb 16, 2019

Corp Smartshare Unltd 55 BES Plan 36M	\$55.00	
less 14.55% Promotional Discount	-8.00	47.00
Includes: 3 Way Calling		
Call Waiting		
Alberta Government 911 fee		0.44
Call Forwarding	\$3.00	
less 100.00% Promotional Discount	-3.00	0.00
Message Centre		0.00
1GB Shared Data - BlackBerry		5.00
Roam Flex Cuba - Data		0.00
Corporate Data Flex Zone 3		0.00
Call Display		0.00
Corporate Text Flex Zone3		0.00
Roam flex USA - Data		0.00
Corporate Voice Flex Zone3		0.00
Roam flex Zone 1- Data		0.00
Roam flex Zone 1 - Text		0.00
Roam flex Zone 1- Voice		0.00
Roam flex Zone 2- Data		0.00
Roam flex Zone 2 - Text		0.00
Roam flex Zone 2- Voice		0.00
Etelesolv		1.25
Member to Member Local Calling		0.00
Messaging Pack Unlimited		0.00
Includes: Picture Messaging		
Image Messaging		
Incl. Messages		
Unlimited Incoming Messages		
Unlimited Canadian LD	\$10.00	
less 100.00% Promotional Discount	-10.00	0.00
Unlimited Local Talking		0.00
U.S. Travel -Calling \$0.20/min		0.00
Travel US Text Saver	\$10.00	
less 100.00% Promotional Discount	-10.00	0.00

FOR YOUR INFORMATION...	
Discount Summary	
Total discounts	\$31.00
Total this month	\$31.00
Usage Summary min:sec	
Weekday	287:00
Weekend	4:00
Weeknight	34:00
Total time used	325:00
Event Summary	
Total Events	59
Total this month	\$0.00
Packet Plan Usage Summary	
Total megabytes	79.6078
Total this month	\$0.00



000039-009989 39_85_809 6

Mobile
Bill Date: January 17, 2019
TRUSTEE CHAIR
Mobile Ref.
Trustees Office

Next Bill Date: February 17, 2019

CURRENT CHARGES

(continued)

Usage and long distance

1GB Shared Data - BlackBerry Data Usage		
@\$.00/MB	79.6078 MB	0.00
Unlimited Local Talking Unlimited Usage		
@\$.00/minute	325:00 min:sec	0.00
Free Bell Message	2 events	0.00
Text message	17 events	0.00
Messaging Pack Unlimited Incl. Messages		
	12 events	0.00
Messaging Pack Unlimited Unlimited Incoming Messages		
	28 events	0.00

Taxes

GST		2.68
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Total current charges **\$56.37**

000039-008990



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.

Date: January 23 2019

Details of Trip (Please Print)

Trustee's Name Trina Hurdman, Chair & Trustee Wards 1 & 2

Purpose of Trip / Name of Conference: ASBA Winter Leadership Academy 2019

Departure and Return Date Jan20, returned Jan 22 2019 Destination: Leduc, Alberta

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	628.95		628.95		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>106.65</u> (Single Rate)	213.30			213.30	
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)					
2 Dinner(s) (Maximum \$26.00 each)	38.90			38.90	
Other – Provide Details					
TOTAL COST OF TRIP	881.15		628.95		
AMOUNT DUE TO CLAIMANT / <CBE>				252.20	

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.

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Claimant's Signature

Payment Authorization

Alberta School Boards Association
 2019 Winter Leadership Academy
 Jan 21-22, 2019

Company	Vendor Code	First Name	Last Name	Job Title	RegId	Reg Date	Reg fee	GST	Total Invoice
Calgary Board of Education	cal02	Marilyn	Dennis	Vice-Chair	111928461	17/12/2018	\$599.00	\$29.95	\$628.95
Calgary Board of Education	cal02	Julie	Hrdlicka	Trustee	112042687	04/01/2019	\$649.00	\$32.45	\$681.45
Calgary Board of Education	cal02	Trina	Hurdman	Chair	111928378	17/12/2018	\$599.00	\$29.95	\$628.95
Calgary Board of Education Total							\$1,847.00	\$92.35	\$1,939.35

Executive Royal Hotel Leduc

8450 SPARROW DRIVE
LEDUC, AB T9E7G4



EXECUTIVE ROYAL HOTEL

(780) 986-1840
info.eryl@royalhotelgroup.ca
www.executivehotels.net
879535953RT0004

C/O 01/22/2019 08:00 AM PDG

Registered To:
Hurdman, Trina
Government of Alberta

(403) 817-7933

EXECUTIVE ROYAL HOTEL
EDMONTON
8450 SPARROW DRIVE
LEDUC AB

CARD *****
CARD TYPE MASTERCARD
DATE 2019/01/22
TIME 0609 07:59:59
CLERK ID 709
RECEIPT NUMBER
M84155146-001-873-035-0

PRE-AUTH COMPLETION
TOTAL

\$233.30

PASSWORD USED
APPROVED

AUTH# H5914B 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

234-A

206966
01/20/19
01/22/19

C2D-Classic 2 Quee
2 / 0

Visa/Master
XXXX-XXXX-XXXX-

Posting Date	Oper	AcctCode	Description
01/20/19	so	2	ROOM CHRG REVENUE
01/20/19	so	19	GST
01/20/19	so	42	ALBERTA TOURISM LEVY
01/20/19	so	FMF	FACILITY MANAGEMENT FEE
01/20/19	so	19	GST
01/20/19	so	42	ALBERTA TOURISM LEVY
01/21/19	Admin	10	RESTAURANT
01/21/19	Brooke	2	ROOM CHRG REVENUE
01/21/19	Brooke	19	GST
01/21/19	Brooke	42	ALBERTA TOURISM LEVY
01/21/19	Brooke	FMF	FACILITY MANAGEMENT FEE
01/21/19	Brooke	19	GST
01/21/19	Brooke	42	ALBERTA TOURISM LEVY
01/22/19	PDG	MC	PAYMENT MASTER CARD

Amount
\$95.00
\$4.75
\$3.80
\$2.85
\$0.14
\$0.11
\$20.00
\$95.00
\$4.75
\$3.80
\$2.85
\$0.14
\$0.11
\$233.30-
\$0.00

THE UNDERSIGNED GUEST AGREES TO PAY THE AMOUNT INDICATED ON THE BALANCE DUE PORTION OF THIS INVOICE. IF THE CHARGES ARE TO BE BILLED TO A THIRD PARTY, THE UNDERSIGNED AGREES TO BE PERSONALLY LIABLE FOR PAYMENT OF THE CHARGES IN THE EVENT THAT THE INDICATED THIRD PARTY, PERSON, COMPANY OR ASSOCIATION FAILS TO PAY FOR ANY PART OR THE FULL AMOUNT OF SUCH CHARGES.

X _____
GUEST SIGNATURE

Signature

REVIEW US ON TRIP ADVISOR - Search "EXECUTIVE ROYAL HOTEL LEDUC-NISKU"



-All Day Grill-
 8116 Sparrow Crescent
 Leduc, AB T9E 8D7
 PHONE # 780-986-1760 Ext 602
 GST# 824774897RT0001

110 Cal F

Tbl 42/2 Chk 5264 Gst 1
 Jan20'19 05:45PM

FEATURE
 1 Open Food 15.00
 Subtotal 15.00
 GST Tax 0.75
 06:22PM Total 15.75

Tip _____ Total _____

Room # _____

Signature _____

Please Pay
 Server

DAY INN AND SUITES -
 EDMONTON
 8116 SPARROW CRESCENT
 LEDUC AB

CARD *****
 CARD TYPE MASTERCARD
 DATE 2019/01/20
 TIME 1132 18:24:05
 CLERK ID 110
 INVOICE #
 RECEIPT NUMBER
 H82017622-001-029-030-0

PURCHASE
 AMOUNT \$15.75
 TIP \$3.15
 TOTAL

\$18.90

MasterCard
 A0000000041010
 9EF0ED3F8CA048DE
 0000008000-

APPROVED

AUTH# H4549B 01-027
 THANK YOU

NO SIGNATURE REQUIRED

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
 COPY FOR YOUR RECORDS