

expense | monthly tracking report

claimant | Hrdlicka, Julie
position | Trustee
level | Board of Trustees
reporting period | May 1 to June 30, 2019
date of report | August-09-19



**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
ASBA Honouring Awards	05/11/2019	ASBA's Honouring Spirit: Indigenous Students Awards	\$300.00	travel	BUS mileage
ASBA SGM	06/03/2019	ASBA SGM Conference Fee	\$708.75	travel	conferences & workshops
ASBA SGM	06/03/2019	ASBA SGM Mileage	\$150.00	travel	BUS mileage
ASBA SGM	06/03/2019	ASBA SGM Accommodation	\$171.21	travel	BUS accommodation



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: June 30 2019

Details of Trip | Please Print

Trustee's Name Julie Hrdlicka, Trustee, Wards 11 & 13

Purpose of Trip / Name of Conference: ASBA SGM

Departure and Return Date June 3/4 2019 Destination: Red Deer

Table with 6 columns: Description of Expenses, Total Cost, Exchange Rate Adjusted Amount, Amount Paid by CBE, Amount Paid By Claimant For Out of Pocket, Alias to be Charged for Claimant's Expenses. Rows include Registration/Conference Fees, Travel Costs (Airfare, Insurance, Rail/Bus, Taxi/Shuttle Bus/Car Rental, Personal Vehicle, Parking), Accommodation, Telecommunication Charges, Meals, and Other.

AMOUNT DUE TO CLAIMANT / <CBE>

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



Invoice

Date	Invoice #
6/19/2019	2018284

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 TO

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

Terms - Net 30 days

Quantity	Item	Description	Net	Amount
	Registration SGM	ASBA Spring General Meeting - as per the attached	2,350.00	2,350.00
		Chair Trina Hurdman -		\$525.00
		Vice-Chair Marilyn Dennis -		\$525.00
		Trustee Julie Hrdlicka -		\$708.75
		Chief Superintendent Christopher Usih -		\$708.75
			Sales Tax Summary	
			GST@5.0%	CAD 117.50
			Total Tax	CAD 117.50
GST/HST No. 106694268			Total	CAD 2,467.50



Kilometre Travel Log

Directi

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 <i>To be completed by Employee</i>				
Employee ID:*		First Name:*Julie	Last Name:* Hrdlicka, Trustee Wards 11 & 13	
Section 2: Trip Details: <i>To be completed by Employee</i> 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
03-06-2019	ASBA SGM	Calgary	Red Deer	150
04-06-2019		Red Deer	Calgary	150
The total weekly km must be entered into the timesheet in PeopleSoft.			Total Kilometres	300
Section 3: <i>To be completed by Employee and Approver</i> The approver must create a PDF copy of the completed Travel Log and send to: cbeincomin@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:*	21-06-2019	
	403-817-7924			
<small>Personal information is collected under the authority of Alberta's <i>Freedom of Information and Protection of Privacy Act (FOIP)</i>. 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.</small>				

CAMBRIDGE

HOTEL & CONFERENCE CENTRE
red deer

Julie Hrdlicka

Canada

Company Name: AB School Boards Association
 Group Name: AB School Boards Association
 H.S.T: 84970-2444 RT0008
INVOICE

Room No. :
 Arrival : 06-03-19
 Departure : 06-04-19
 Folio No. :
 Conf. No. :
 Cashier No. : 109

Date	Description	Charges	Credits
06-03-19	Room Charge	154.00	
06-03-19	Destination Marketing Fee	3.08	
06-03-19	Tourism Levy	6.28	
06-03-19	Room GST 5%	7.85	
06-04-19	MasterCard XXXXXXXXXXXX9531 XX/XX		171.21
Total Charges		171.21	
Total Credits			171.21
Balance			0.00

HST Tax Total: \$ 0.00