

expense | monthly tracking report

claimant | Hehr, Richard

position | Trustee

level | Board of Trustees

reporting period | November 1 to December 31, 2019

date of report | February 14, 2020



**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
ASBA FGM & TEBA Meeting	11/17-20/2019	ASBA Registration Fee	\$393.75	travel	conferences & workshops
ASBA FGM & TEBA Meeting	11/17-20/2019	Mileage	\$300.00	travel	BUS mileage
ASBA FGM & TEBA Meeting	11/17-20/2019	Parking	\$118.65	travel	BUS airfare/bus/rail
ASBA FGM & TEBA Meeting	11/17-20/2019	Accommodation	\$555.75	travel	BUS accommodation
ASBA FGM & TEBA Meeting	11/17-20/2019	Meal	\$26.00	travel	BUS food/non alcoholic beverage



Trustee Professional Development and Travel & Subsistence Expense Report

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: November 22 2019

Details of Trip | Please Print

Trustee's Name Richard Hehr, Trustee Wards 8 & 9

Purpose of Trip / Name of Conference: ASBA FGM & TEBA Meeting

Departure and Return Date November 17-20 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
Registration/Conference Fees	393.75		393.75		Invoiced
Travel Costs					
Airfare					
Insurance					
Rail/Bus					
Taxi/Shuttle Bus/Car Rental at Destination					
Personal Vehicle 600 Km @ 50¢/Km (submit via PeopleSoft)	300.00		300.00	Sent to HR	
Parking – at Destination	118.65		118.65		
Accommodation					
3 Nights @ \$ 185.25 (Single Rate)	555.75		555.75		
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)	26.00		40.70	<14.70>	
Other – Provide Details					
TOTAL COST OF TRIP	1394.15		1408.85		
AMOUNT DUE TO CLAIMANT / <CBE>				<14.70>	
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

Alberta School Boards Association
 2019 ASBA Fall General Meeting
 Nov 17-19, 2019

School Board	Vendor Code	First Name	Last Name	Job Title	RegId	RegTypeDescription	Reg fee	GST	Total Invoice
Calgary Board of Education	cal02	Althea	Adams	Vice-Chair		Member	\$375.00	\$18.75	\$393.75
Calgary Board of Education	cal02	Lisa	Davis	Trustee		Member	\$375.00	\$18.75	\$393.75
Calgary Board of Education	cal02	Marilyn	Dennis	Chair		Member	\$375.00	\$18.75	\$393.75
Calgary Board of Education	cal02	Richard	Hehr	Trustee		Member	\$375.00	\$18.75	\$393.75
Calgary Board of Education	cal02	Julie	Hrdlicka	Trustee		Member	\$375.00	\$18.75	\$393.75
Calgary Board of Education	cal02	Trina	Hurdman	Trustee		Member	\$375.00	\$18.75	\$393.75
Calgary Board of Education Total							\$2,250.00	\$112.50	\$2,362.50

The Westin Edmonton
 10135 100 St
 Edmonton, AB T5J 0N7
 Canada
 Tel: 780-426-3636 Fax: 780-428-1454

WESTIN®

HOTELS & RESORTS

Richard Hehr

Page Number : 1 Invoice Nbr
 Guest Number : 1298860
 Folio ID : A
 Arrive Date : 17-NOV-19 12:20
 Depart Date : 20-NOV-19 12:01
 No. Of Guest : 1
 Room Number :
 Marriott Bonvoy Number :

Information Invoice

Tax ID : 815461330RT0001

The Westin Edm YEGWI NOV-20-2019 04:00 9999

Date	Reference	Description	Charges (CAD)	Credits (CAD)
17-NOV-19	RT908	Room Chrg - Govt./Military	165.00	
17-NOV-19	RT908	GST	8.50	
17-NOV-19	RT908	DMF	4.95	
17-NOV-19	RT908	Tour Levy	6.80	
17-NOV-19	RT908	Parking Self	34.00	
17-NOV-19	RT908	GST	1.70	
18-NOV-19	4666	Share Lounge	40.70	
18-NOV-19	RT908	Room Chrg - Govt./Military	165.00	
18-NOV-19	RT908	GST	8.50	
18-NOV-19	RT908	DMF	4.95	
18-NOV-19	RT908	Tour Levy	6.80	
18-NOV-19	RT908	Parking Self	34.00	
18-NOV-19	RT908	GST	1.70	
19-NOV-19	RT908	Room Chrg - Govt./Military	165.00	
19-NOV-19	RT908	GST	8.50	
19-NOV-19	RT908	DMF	4.95	
19-NOV-19	RT908	Tour Levy	6.80	
19-NOV-19	RT908	Parking Valet	45.00	
19-NOV-19	RT908	GST	2.25	
NOV-20-2019	MC	Mastercard		-715.10
** Total			715.10	-715.10
*** Balance			-0.00	

Continued on the next page

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 Edmonton, AB T5J 0N7
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 Tel: 780-426-3636 Fax: 780-428-1454



Richard Hehr

Page Number : 2 Invoice Nbr
 Guest Number : 1298860
 Folio ID : A
 Arrive Date : 17-NOV-19 12:20
 Depart Date : 20-NOV-19 12:01
 No. Of Guest : 1
 Room Number :
 Marriott Bonvoy Number :

For your convenience, we have prepared this zero-balance folio indicating a \$0 balance on your account. Please be advised that any charges not reflected on this folio will be charged to the credit card on file with the hotel. While this folio reflects a \$0 balance, your credit card may not be charged until after your departure. You are ultimately responsible for paying all of your folio charges in full.

FIND CLARITY, BOOST HAPPINESS - Like a gym membership for your mind, Headspace gives you simple tools to feel happier, work smarter and sleep better. Get some Headspace at westin.com/headspace
 Tell us about your stay. www.westin.com/reviews

EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room	GST	Tour Levy	Food/Bev	Phone	Other	Total	Payment
11-17-2019	0.00	0.00	0.00	0.00	0.00	220.95	220.95	0.00
11-18-2019	0.00	0.00	0.00	0.00	0.00	261.65	261.65	0.00
11-19-2019	0.00	0.00	0.00	0.00	0.00	232.50	232.50	0.00
Total	0.00	0.00	0.00	0.00	0.00	715.10	715.10	0.00

Bring the Westin experience home. Shop WestinStore.com.

Check 4666

Mon, Nov 18 2019

06:26 PM

Time:
0:11

Guests:
1

1	Risotto	22.00
1	Club Soda	3.00
1	Ice Cream	9.00
1	*Special Prep	0
0	maple walnut	0
1	Roomposting	40.70
0	0	0
1	Charged Tip Only	5.00
0	HEHR, RICHARD	40.70
0	0	0
0	-----	0
0	VAT Included:	0
0	GST	0.08
0	Net: GST	1.62
0	Tax Total	0.08
0	Sales Net VAT	1.62

*CBE Max Dinner
Meal is \$26.⁰⁰
Richard to
reimburse
CBE for
\$14.70*

*✓
Pd Dec 11/2019
chq #123*

Subtotal	34.00
Tax	1.70
Service Charge	5.00
TOTAL	40.70
Employee KEVIN CLARK	