

## expense | monthly tracking report

claimant | Hrdlicka, Julie

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	11/17-19/2019	Registration Fee	\$393.75	travel	conferences & workshops
ASBA FGM	11/17-19/2019	Accommodation	\$370.50	travel	BUS accommodation
ASBA FGM	11/17-19/2019	Meals	\$59.06	travel	BUS food/non alcoholic beverage



**Calgary Board  
of Education**

# 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.

Details of Trip | Please Print

Date: November 21 2019

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

Purpose of Trip / Name of Conference: ASBA FGM 2019

Departure and Return Date Nov 17-19 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
<b>Registration/Conference Fees</b>	393.75		393.75		Invoiced
<b>Travel Costs</b>					
Airfare					
Insurance					
Rail/Bus					
Taxi/Shuttle Bus/Car Rental at Destination					
Personal Vehicle      Km @ 50¢/Km (submit via PeopleSoft)					
Parking -- at Destination					
<b>Accommodation</b>					
2 Nights @ \$ <u>185.25</u> (Single Rate)	370.50		370.50		
<b>Telecommunication Charges</b> (Internet, Phone calls)					
<b>Meals -- Receipts required</b> (Including tips, excluding meals covered by Conference or Others)					
Breakfast(s) (Maximum \$12.00 each)					
1 Lunch(es) (Maximum \$17.00 each)	8.85			8.85	
2 Dinner(s) (Maximum \$26.00 each)	50.21			50.21	
<b>Other -- Provide Details</b>					
<b>TOTAL COST OF TRIP</b>	823.31		764.25		
<b>AMOUNT DUE TO CLAIMANT / &lt;CBE&gt;</b>				59.06	

**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



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

# WESTIN®

## HOTELS & RESORTS

Julie Hrdlicka

Page Number : 1 Invoice Nbr  
 Guest Number : 1298794  
 Folio ID : A  
 Arrive Date : 17-NOV-19 13:01  
 Depart Date : 19-NOV-19 12:01  
 No. Of Guest : 1  
 Room Number :  
 Marriott Bonvoy Number :

Information Invoice

Tax ID : 815461330RT0001

The Westin Edm YEGWI NOV-19-2019 03:50 9999

Date	Reference	Description	Charges (CAD)	Credits (CAD)
17-NOV-19	RT1514	Room Chrg - Govt./Military	165.00	
17-NOV-19	RT1514	GST	8.50	
17-NOV-19	RT1514	DMF	4.95	
17-NOV-19	RT1514	Tour Levy	6.80	
18-NOV-19	RT1514	Room Chrg - Govt./Military	165.00	
18-NOV-19	RT1514	GST	8.50	
18-NOV-19	RT1514	DMF	4.95	
18-NOV-19	RT1514	Tour Levy	6.80	
NOV-19-2019	MC	Mastercard		-370.50
		<b>** Total</b>	<b>370.50</b>	<b>-370.50</b>
		<b>*** Balance</b>	<b>0.00</b>	

Continued on the next page

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



Julie Hrdlicka

Page Number : 2 Invoice Nbr  
 Guest Number : 1298794  
 Folio ID : A  
 Arrive Date : 17-NOV-19 13:01  
 Depart Date : 19-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.

STAY LONGER - Enjoy more time to explore your destination with the benefits of Westin Weekend, from extended breakfast hours to late Sunday checkouts. Book your next Westin Weekend at [westin.com/weekend](http://westin.com/weekend)  
 Tell us about your stay. [www.westin.com/reviews](http://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	185.25	185.25	0.00
11-18-2019	0.00	0.00	0.00	0.00	0.00	185.25	185.25	0.00
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>370.50</b>	<b>370.50</b>	<b>0.00</b>

Bring the Westin experience home. Shop [WestinStore.com](http://WestinStore.com).

FATBURGER GATEWAY  
 3376 GATEWAY BLVD T6J6V1  
 EDMONTON AB  
 22394510  
 GZ2239451001

FATBURGER GATEWAY  
 3376 Gateway Blvd NW, Edmonton  
 780-757-3252

\*\*\*\*\*  
 CHECK # 1072823 DATE 11/17/19  
 TABLE # 121 TIME 9:03PM  
 =====

\*\*\*\* PURCHASE \*\*\*\*  
 11-17-2019 11:58:39  
 Acct # \*\*\*\*\*5195 C  
 Card Type DP Account Chequing  
 Name: JULIE HRDLICKA  
 A0000002771010 INTERAC  
 Trace # 4651  
 Inv. # 5419  
 Auth # 005076 RRN 001172004

5002 MNGR NIG  
 -----  
 Chk 5599 87  
 Nov17'19 11:56AM  
 -----  
**Dine In**  
 1 ALL DAY BREAK L 7.95  
 CASH 8.35  
 Subtotal 7.95  
 7.95 GST 0.40  
 Paid 8.35

-----  
 -- LOUNGE : TANNER --  
 SEAT# ITEMS ORDERED AMOUNT  
 1 MED POWER BOWL 16.00  
 DESSERT IN A JAR 9.00  
 SUBTOTAL 25.00  
 GST 1.25  
 -----  
 TOTAL 26.25

Purchase \$8.35  
 Tip \$0.50  
**Total \$8.85**

Thanks for Dining With Us!  
 GST # 81321 0283 RT0001  
 Please tell us about your visit  
 Gateway@fatburgercanada.com  
 Ph# 780.757.3252  
 Try Our New Hand Breaded  
 1ump Juicy Chicken Tenders

\*\*\*\*\*  
 SUBTOTAL 25.00  
 GST 1.25  
 -----  
**TOTAL DUE 26.25**  
 -----

Retain this copy for your records  
 Customer copy

# OF GUESTS 1

www.CRAFTBeerMarket.ca  
 780.424.BEER(2337)  
 GST# 843991241 RT0001

The Sherlock Holmes's Pub  
 10012 Avenue NW #101A  
**Sherlock Holmes Pub**  
 Downtown

Edmonton, AB  
 Phone: 780 426 7784  
 Fax: 780 421 8072  
 GST#R100313519  
 Table #50

Trans #: 661850 Serv: KRISTINE A.  
 11/18/2019 6:33 PM # Cust:4

Quan	Descript	Cost
1	PDP	\$3.25
1	CHICKEN POT PIE	\$16.00
Net Total:		\$19.25
GST		\$0.96

TOTAL: \$20.21  
 Amount Due: \$20.21

Food: \$16.00  
 Beverage: \$3.25  
 Visit us at sherlockhospitality.com  
 Call us on Twitter @sherlockstlton

PURCHASE \$20.21  
 AMOUNT \$4.00  
 TIP  
 TOTAL \$24.21

CARD INTERAC  
 CARD TYPE CHEQUING  
 ACCOUNT TYPE 2019/11/18  
 DATE 8416 18:39:36  
 RECEIPT NUMBER  
 C85057941-001-710-017-0

THE SHERLOCK HOLMES PUB  
 10012 101A AVE NW  
 EDMONTON AB

**APPROVED**  
 AUTH# 002428 00-00  
 THANK YOU

CARDHOLDER COPY