

# expense | monthly tracking report

claimant | Adams, Althea

position | Trustee

level | Board of Trustees

reporting period | September 1 to October 31, 2019

date of report | December 13, 2019



**Calgary Board  
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Government Budget Announcement	10/24/2019	Meal	\$17.00	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 Althea Adams, Vice-Chair & Trustee Wards 3 & 4

Purpose of Trip / Name of Conference: Government Budget Announcement

Departure and Return Date Oct 24 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>					
<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>					
Nights @ \$ _____ (Single Rate)					
<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)	17.00			17.00	
Dinner(s) (Maximum \$26.00 each)					
<b>Other – Provide Details</b>					
<b>TOTAL COST OF TRIP</b>					
<b>AMOUNT DUE TO CLAIMANT / &lt;CBE&gt;</b>				17.00	
<b>GST Breakout Area</b>					

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

Gov. Budget  
Announcement

9910 109 Street  
Edmonton, AB  
780-452-7333  
GST# 852987668 RT0001

177 Korin

Check: 1855  
Table: 20-10  
10/24/2019 01:17PM  
Guests: 1

JACKSON SALAD	19.00
FUP	3.50
Subtotal	22.50
GST Inclusive	0.17
G.S.T.	0.95
<b>Total Due</b>	<b>\$23.45</b>

\*\*\*\*PLEASE PAY SERVER\*\*\*\*

Catch ya at Grandin Fish 'n Chips!!  
Bring this receipt for 10% off  
your next visit - 9902 109 street