

## expense | monthly tracking report

claimant | Bradshaw, Mike

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
Wisdom Sharing Conference	10/03-05/2019	Accommodation	\$969.51	travel	PD accommodation
Wisdom Sharing Conference	10/03/2019	Meal	\$26.00	travel	PD 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.

Details of Trip | Please Print

Date: October 15 2019

Trustee's Name Mike Bradshaw, Trustee, Wards 12 & 14

Purpose of Trip / Name of Conference: Wisdom Sharing Conference

Departure and Return Date Oct 3 - 5, 2019

Destination: San Diego, CA

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

### 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

3 Nights @ \$ 323.17cdn (Single Rate)

969.51cd

969.51

### 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)

1 Dinner(s) (Maximum \$26.00 each)

74.52cd

-48.52

26.00

### Other – Provide Details

TOTAL COST OF TRIP

1044.03cd

AMOUNT DUE TO CLAIMANT / <CBE>

995.51cdn

### 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

Westin San Diego  
 400 West Broadway  
 San Diego, CA 92101  
 United States  
 Tel: 619-239-4500 Fax: 619-239-3274



MICHAEL BRADSHAW  
 Xxx  
 Xxx, NE, 11111  
 United States Of America  
 AG1111 - AGI Aspen Group Internatio Att

Page Number : 1 Invoice Nbr  
 Guest Number : 1157509  
 Folio ID : A  
 Arrive Date : 02-OCT-19 12:52  
 Depart Date : 05-OCT-19 10:54  
 No. Of Guest : 1  
 Room Number :  
 Marriott Bonvoy Number :

Tax Invoice

Tax ID :

Westin San Die SANWS OCT-05-2019 11:00 KELLIE

Date	Reference	Description	Charges (USD)	Credits (USD)
02-OCT-19	RT508	Room Chrg - Grp - Corporate	199.00	
02-OCT-19	RT508	Occupancy/Tourism	21.28	
02-OCT-19	RT508	Occupancy/Tourism Tax	3.98	
02-OCT-19	RT508	\$10 Destination Fee	10.00	
02-OCT-19	RT508	Occupancy/Tourism	1.07	
02-OCT-19	RT508	Occupancy/Tourism Tax	0.20	
03-OCT-19	10830	In-Room Dining	56.72	
03-OCT-19	RT508	Room Chrg - Grp - Corporate	199.00	
03-OCT-19	RT508	Occupancy/Tourism	21.28	
03-OCT-19	RT508	Occupancy/Tourism Tax	3.98	

*— 03E Hkts 26.00 May  
 for Turner*

Continued on the next page

Westin San Diego  
 400 West Broadway  
 San Diego, CA 92101  
 United States  
 Tel: 619-239-4500 Fax: 619-239-3274



MICHAEL BRADSHAW  
 Xxx  
 Xxx, NE, 11111  
 United States Of America  
 AG1111 - AGI Aspen Group Internatio Att

Page Number : 2 Invoice Nbr  
 Guest Number : 1157509  
 Folio ID : A  
 Arrive Date : 02-OCT-19 12:52  
 Depart Date : 05-OCT-19 10:54  
 No. Of Guest : 1  
 Room Number :  
 Marriott Bonvoy Number :

Date	Reference	Description	Charges (USD)	Credits (USD)
03-OCT-19	RT508	\$10 Destination Fee	10.00	
03-OCT-19	RT508	Occupancy/Tourism	1.07	
03-OCT-19	RT508	Occupancy/Tourism Tax	0.20	
04-OCT-19	RT508	Room Chrg - Grp - Corporate	199.00	
04-OCT-19	RT508	Occupancy/Tourism	21.28	
04-OCT-19	RT508	Occupancy/Tourism Tax	3.98	
04-OCT-19	RT508	\$10 Destination Fee	10.00	
04-OCT-19	RT508	Occupancy/Tourism	1.07	
04-OCT-19	RT508	Occupancy/Tourism Tax	0.20	
05-OCT-19	MC	MasterCard-4627		-763.31
		***For Authorization Purpose Only***		
		xxxxx		
	Date	Time	Code	Authorized
	02-OCT-19			

Continued on the next page

### Check Detail

Check	Table	Check Opened	Minutes	Guests	Reference Info	Location	Employee
10830	null	10/3/2019 6:49 PM	71.02	1	rm 508 bradshaw	91762 - Westin San Diego	Leon Williams

10/3 6:54 PM	1	Delivery Charge / Tray Charge 1	6.0	In Room Dining	Leon Williams
10/3 6:54 PM	1	NY Chzcake	12.0	In Room Dining	Leon Williams
10/3 6:54 PM	1	Soda	6.0	In Room Dining	Leon Williams
10/3 6:54 PM	1	Diet Pepsi		In Room Dining	Leon Williams
10/3 6:54 PM	1	Grilled Cheese & Soup	16.0	In Room Dining	Leon Williams
10/3 6:55 PM		% Room Service	8.0	In Room Dining	Leon Williams
10/3 6:55 PM		20.00 %		In Room Dining	Leon Williams
10/3 8:00 PM		Room Charge	56.72	In Room Dining	Leon Williams
10/3 8:00 PM		Charged Tips Only	5.0	In Room Dining	Leon Williams
10/3 8:00 PM		BRADSHAW, MICHAEL		In Room Dining	Leon Williams
10/3 8:00 PM				In Room Dining	Leon Williams

Sub Total	40.0
Tax	0.93
Service Charge	13.0
Check Total	56.72

\*\*\*\*\*TAX BREAKDOWN\*\*\*\*\*

Food Tax 0.93