

expense | monthly tracking report

claimant | Hurdman, Trina

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
PSBAA Fall Events	10/16/2019	Car Rental	\$100.80	travel	BUS airfare/bus/rail
PSBAA Fall Events	10/16/2019	Hotel Accommodation	\$408.66	travel	BUS accommodation
PSBAA Fall Events	10/16/2019	Fuel	\$38.13	travel	BUS airfare/bus/rail



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: October 25 2019

Trustee's Name Trina Hurdman, Trustee Wards 1 & 2

Purpose of Trip / Name of Conference: PSBAA Fall Events

Departure and Return Date October 16-18 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					
Travel Costs					
Airfare					
Insurance					
Rail/Bus					
Taxi/Shuttle Bus/Car Rental at Destination	100.80			100.80	
Personal Vehicle Km @ 50¢/Km (submit via PeopleSoft)					
Parking – at Destination					
Accommodation					
2 Nights @ \$ 204.33 (Single Rate)	408.66			408.66	
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)					
Dinner(s) (Maximum \$26.00 each)					
Other – Provide Details	38.13	Fuel		38.13	
TOTAL COST OF TRIP	547.59				
AMOUNT DUE TO CLAIMANT / <CBE>				547.59	
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



155 CROWFOOT WAY NW
 CALGARY, AB T3G 3P7
 Federal GST# :889365821

Rental Agreement #: 7DFVY9
 Bill Ref #:
 Invoice Date: 19/10/2019
 Account #:

BILLING DETAIL

Description	Qty/Per	Rate	Amount
TIME & DISTANCE	3 DAY	31.04	93.12
Subtotal			93.12
VEHICLE LICENSE FEE RECOVERY	3 DAY	0.96	2.88
GOODS AND SERVICES TAX	PCT	5.00	4.80
Total Charges (CAD)			100.80

PAYMENTS

Payment	Master Card	-100.80
Total Payments (CAD)		-100.80

Amount Due (CAD)

0.00

Individual line item charges such as rental rates for Time and Distance, percentage-based charges (e.g., sales taxes and fees or surcharges), and charges divided between multiple parties may be rounded up or down a whole cent to ensure that the charges equal the actual Total Amount Due and/or to avoid fractional cents.

BILL TO

TRINA HURDMAN

RENTAL INFORMATION

Date/Time Out: 10/16/2019 08:35
 Date/Time In: 10/19/2019 08:48

Renter:
 HURDMAN, TRINA

RENTAL VEHICLES

Color	License	Model	Unit	Miles/Kms	
				Out	In
GRAY	U02312	REGA	7SYC9L	30,000	30,808
VIN: W04GM6SX9K1028760					

CLAIM INFORMATION

Claim# / PO# / RO#	Insured		
Date of Loss	Type of Loss	Type of Vehicle	Repair Shop

For Billing Inquiries / Payment Terms :

Tel#:+1 4032163490
 ALBARADMIN@ehi.com
 Payment Due within days of invoice date
 Late payments are subject to a finance charge.



Thank You For Choosing Enterprise

Please Return This Portion With Remittance

Remit To :
 ENTERPRISE RENT-A-CAR
 5821 - 6 STREET SE
 CALGARY, AB T2H 1M4

Amount Due (CAD) 0.00

Paid By:
 TRINA HURDMAN

Account #	Rental Agreement	Amount	GPBR
7DFVY9	7DFVY9	0.00	C506



DOUBLETREE WEST EDMONTON
 16615 109TH AVE NORTH WEST
 WEST EDMONTON, AB T5P4K8
 Canada
 TELEPHONE 780-484-0821 • FAX 780-486-1634
 Reservations
 www.hilton.com or 1 800 HILTONS

Hurdman, Trina
 1221 8TH ST SW
 CALGARY AB T2R0L4
 CANADA

Room No:
 Arrival Date: 10/16/2019 4:28:00 PM
 Departure Date: 10/18/2019 8:13:00 AM
 Adult/Child: 1/0
 Cashier ID: LSCOTT31
 Room Rate: 182.00
 AL:
 HH #
 VAT # GST# 74111-4326 RT0001
 Folio No/Che

Confirmation Number: !

DOUBLETREE WEST EDMONTON 10/18/2019 8:12:00 AM

DATE	DESCRIPTION	Cashier ID	Transaction ID	GUEST CHARGES	CREDIT	BALANCE
10/16/2019	GUEST ROOM	BAVAROF	2048297	\$182.00		
10/16/2019	AB TOURISM LEVY	BAVAROF	2048297	\$7.50		
10/16/2019	DMF	BAVAROF	2048297	\$5.46		
10/16/2019	GST	BAVAROF	2048297	\$9.37		
10/17/2019	GUEST ROOM	RAPA	2049482	\$182.00		
10/17/2019	AB TOURISM LEVY	RAPA	2049482	\$7.50		
10/17/2019	DMF	RAPA	2049482	\$5.46		
10/17/2019	GST	RAPA	2049482	\$9.37		
10/18/2019	MC	LSCOTT31	2049641		(\$408.66)	
BALANCE						\$0.00

EXPENSE REPORT SUMMARY

	10/16/2019	10/17/2019	STAY TOTAL
ROOM AND TAX	\$204.33	\$204.33	\$408.66
DAILY TOTAL	\$204.33	\$204.33	\$408.66
Total Invoice Amount		\$364.00	\$44.66

GST# 74111-4326 RT0001

PETRO-CANADA
100 CROWFOOT WAY N
CALGARY
ALBERTA T3G 4C8
(403) 208-9053

GST 0890725054
PC0066609:3797201
TERMINAL: 023797254
PAYPOINT: 023797201

2019-10-18 18:41

PUMP 04
REGULAR
LITRES L 38.953
PRICE/L \$ 0.979
FUEL SALES \$ 38.13*

TOTAL OWED \$ 38.13

TOTAL PAID
CREDIT CARD \$ 38.13

* GST INCL. \$ 1.82

MASTERCARD
***** T
INVOICE 008498
AUTH 036808
PURCHASE
T 0010010010 00 027
APPROVED
THANK YOU

-- IMPORTANT --
RETAIN THIS COPY
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