

# expense | monthly tracking report

claimant | Hurdman, Trina

position | Trustee

level | Board of Trustees

reporting period | January 1 to February 29, 2020

date of report | April 9, 2020



**Calgary Board  
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
ASBA SGM - Accommodation	01/22/20	Deposit required to secure reservation	\$176.78	travel	BUS accommodation
AB Education Post-Budget Mtg.	02/28/20	Car Rental	\$39.52	travel	BUS airfare/bus/rail
AB Education Post-Budget Mtg.	02/28/20	Parking	\$15.75	travel	BUS general
AB Education Post-Budget Mtg.	02/28/20	Accommodation	\$111.15	travel	BUS accommodation
AB Education Post-Budget Mtg.	02/28/20	Fuel	\$41.86	travel	BUS general

# CAMBRIDGE

HOTEL & CONFERENCE CENTRE  
\* red deer

Trina Hurdman  
1221 8Th St. Sw  
Calgary, AB T2R0L4  
Canada

Date: 02-13-20  
Time: 12:52  
Room  
Confirmation  
No.:  
Receipt No.: 17874

## ADVANCE DEPOSIT

Date	Description	Exp Date	Amount
01-22-20	MasterCard XXXXXXXXXXXX9531	XX/XX	176.78 CAD
	<b>Arrival</b> 05-31-20	<b>Departure</b> 06-02-20	<b>Group ID /Room Type</b> 46989

\_\_\_\_\_  
Guest Signature

\_\_\_\_\_  
Cashier No. 109



**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: March 03 2020

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

Purpose of Trip / Name of Conference: AB Education Post-Budget Mtg.

Departure and Return Date Feb 27 - 28 2020 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	39.52			39.52	
Personal Vehicle Km @ 50¢/Km (submit via PeopleSoft)					
Parking – at Destination	15.75			15.75	
<b>Accommodation</b>					
1 Nights @ \$ <u>111.15</u> (Single Rate)	111.15			111.15	
<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)					
Lunch(es) (Maximum \$17.00 each)					
Dinner(s) (Maximum \$26.00 each)					
Other – Provide Details	41.86	Fuel		41.86	
<b>TOTAL COST OF TRIP</b>	208.28				
<b>AMOUNT DUE TO CLAIMANT / &lt;CBE&gt;</b>				208.28	
<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



The Best Value Under The Sun.

Days Inn by Wyndham Edmonton Downtown  
 10041-106 Street  
 Edmonton, AB, T5J 1G3  
 Tel: (780) 423-1925 Fax: (780) 424-5302

GST#:828171926

03/02/20

<b>Trina Hurdman</b>	Folio No. :	<b>8619</b>	Room No. :	<b>223</b>
	A/R Number :		Arrival :	<b>02/27/20</b>
	Group Code :		Departure :	<b>02/28/20</b>
	Canada	Company :	Conf. No. :	
		Wyndham Rewards :	Rate Code :	<b>LWPO</b>
		Invoice No. :	Page No. :	<b>1 of 1</b>

Date	Description	Charges	Credits
02/27/20	Room Charge	99.00	
02/27/20	GST 5%	4.95	
02/27/20	Provincial / Tourism Levy 4%	3.96	
02/27/20	Destination Marketing Fund 3%	2.97	
02/27/20	DMF GST 5%	0.15	
02/27/20	DMF Provincial/Tourism Levy 4	0.12	
02/27/20	Parking (Guest)	15.00	
02/27/20	GST 5%	0.75	
02/28/20	Mastercard		126.90
	XXXXXXXXXXXX		
	<b>Total</b>	<b>126.90</b>	<b>126.90</b>
	<b>Balance</b>	<b>0.00</b>	

**Guest Signature:** \_\_\_\_\_

Please contact the Manager about any issues with your stay. Days Inn or affiliates may contact you about goods and services unless you call 877-212-2733 or write to Wyndham Worldwide Hotels, Inc. 22 Sylvan Way, Parsippany, NJ 07054 to opt out. View our Days Inn website about privacy.

**Thank you for staying with us.  
 It was our pleasure to serve you.**



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

Rental Agreement #: 8PS42R  
 Bill Ref #: 9500-3813-9720  
 Invoice Date: 28/02/2020  
 Account #:

8PS42R  
 9500-3813-9720  
 28/02/2020

**BILLING DETAIL**

Description	Qty/Per	Rate	Amount
TIME & DISTANCE	1 DAY	36.68	36.68
Subtotal			36.68
VEHICLE LICENSE FEE RECOVERY	1 DAY	0.96	0.96
GOODS AND SERVICES TAX	PCT	5.00	1.88
<b>Total Charges (CAD)</b>			<b>39.52</b>
PAYMENTS			
Payment	Master Card		-39.52
<b>Total Payments (CAD)</b>			<b>-39.52</b>

**BILL TO**

TRINA HURDMAN

**RENTAL INFORMATION**

Date/Time Out: 02/27/2020 17:41  
 Date/Time In: 02/28/2020 17:27

Renter: HURDMAN, TRINA

**RENTAL VEHICLES**

Color	License	Model	Unit	Miles/Kms	
				Out	In
WHITE	U35424	MALI	7SNDJ6	16,012	16,663

VIN: 1G1ZD5ST0KF217556

**CLAIM INFORMATION**

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

**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.

**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

<b>Please Return This Portion With Remittance</b>		<b>Amount Due (CAD)</b>	0.00
<b>Remit To :</b> ENTERPRISE RENT-A-CAR 5821 - 6 STREET SE CALGARY, AB T2H 1M4		<b>Paid By:</b> TRINA HURDMAN	
<b>Account #</b>	<b>Rental Agreement</b>	<b>Amount</b>	<b>GPBR</b>
	8PS42R	0.00	C506



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

GST 0890725054  
PC0110627:9797201  
TERMINAL: 023797255  
PAYPOINT: 023797201

2020-02-28 17:19

PUMP 05  
REGULAR  
LITRES L 44.112  
PRICE/L \$ 0.949  
FUEL SALES \$ 41.86\*

TOTAL OWED \$ 41.86

TOTAL PAID  
CREDIT CARD \$ 41.86

\* GST INCL. \$ 1.99

MASTERCARD  
\*\*\*\*\*1417 T  
INVOICE 037540  
AUTH 08358B  
PURCHASE  
T 0010010010 00 027  
APPROVED  
THANK YOU

-- IMPORTANT --  
RETAIN THIS COPY  
FOR YOUR RECORDS  
-- CUSTOMER'S COPY --

LEARN HOW TO  
SAVE 3 CENTS/L  
EVERY DAY AT  
PETRO-CANADA.CA/RBC

GIVE US YOUR  
FEEDBACK.  
CHANCE TO WIN  
FREE GAS FOR A YEAR!  
PETRO-CANADA.CA/HERO