

expense | monthly tracking report

claimant | May, Charlene
position | Trustee
level | Board of Trustees
reporting period | November 1 to December 31, 2023
date of report | Friday, February 9, 2024



**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
ASBA Fall General Meeting	11/19-21/2023	ASBA FGM Registration Fee	\$708.75	working session	conferences & workshops
ASBA Fall General Meeting	11/19-21/2023	ASBA FGM Accommodation	\$495.20	travel	BUS accommodation
ASBA Fall General Meeting	11/19-21/2023	ASBA FGM Meal	\$26.00	travel	BUS food/non alcoholic beverage
ASBA Fall General Meeting	11/19-21/2023	ASBA FGM Mileage	\$300.00	travel	BUS mileage



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: Nov 23, 2023

Trustee's Name Charlene May Vice-Chair & Trustee Wards 12 & 14

Purpose of Trip / Name of Conference: ASBA Fall General Meeting

Departure and Return Date Nov 19-21, 2023 Destination: Edmonton, AB

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	708.75		708.75		
Travel Costs					
Airfare					
Insurance					
Rail/Bus					
Taxi/Shuttle Bus/Car Rental at Destination					
Personal Vehicle 600 Km @ 50¢/Km (submit via PeopleSoft)	300.00		300.00		
Parking – at Destination					
Accommodation					
2 Nights @ \$ 261.78 (Single Rate)	523.56		523.56		
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)	26.00		28.36		
Other – Provide Details					
TOTAL COST OF TRIP	1558.31		1560.67		
AMOUNT DUE TO CLAIMANT / <CBE>				(2.36)	
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

1

Payment Authorization



Suite 1200, 9925 - 109 Street Edmonton, AB T5K 2J8
 Phone: 780.482.7311 Fax: 780.482.5659
 www.asba.ab.ca email: finance@asba.ab.ca

Invoice

Date	Invoice #
11/30/2023	2023058

INVOICE TO

Calgary Board of Education
 1221 - 8 Street SW
 Calgary, AB T2R 0L4

Terms - Net 30 days

Business No. 10669 4268 RT0001

Quantity	Item	Description	Net	Amount
	000-51000-10	Registration as attached - ASBA Fall General Meeting	4,050.00	4,050.00
		GST on sales	5.00%	202.50
Electronic Funds Transfer (EFT) Option: Bank of Nova Scotia Beneficiary: Alberta School Boards Association Transit #: 12989 Bank #: 002 Account #: 0386014 Send payment notifications to finance@asba.ab.ca			Subtotal GST 5% Total	CAD 4,050.00 CAD 202.50 CAD 4,252.50

Alberta School Boards Association
 Fall General Meeting
 November 19-21, 2023

School Board	Acctg Code	First Name	Last Name	Title	Alias Code	Reg Fee	Discount	Total
Calgary Board of Education	cal02	Patricia	Bolger	Trustee		\$675.00	\$0.00	\$675.00
Calgary Board of Education	cal02	Nancy	Close	Trustee		\$675.00	\$0.00	\$675.00
Calgary Board of Education	cal02	Marilyn	Dennis	President		\$0.00	\$0.00	\$0.00
Calgary Board of Education	cal02	Dana	Downey	Trustee		\$675.00	\$0.00	\$675.00
Calgary Board of Education	cal02	Laura	Hack	Board Chair		\$675.00	\$0.00	\$675.00
Calgary Board of Education	cal02	Charlene	May	Vice-Chair		\$675.00	\$0.00	\$675.00
Calgary Board of Education	cal02	Susan	Vukadinovic	Trustee		\$675.00	\$0.00	\$675.00
Calgary Board of Education Total							\$0.00	\$4,050.00

#675.⁰⁰ + 33,75 GST = #708.75

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



Charlene May
 Xxx
 Xxx, NE, 11111

Page Number : 1 Invoice Nbr
 Guest Number : 1516330
 Folio ID : A
 Arrive Date : 19-NOV-23 16:52
 Depart Date : 21-NOV-23 09:08
 No. Of Guest : 1
 Room Number :
 Marriott Bonvoy Number :

Copy Tax Invoice

Tax ID : 777689332RT0001

The Westin Edm YEGWI NOV-21-2023 09:10 MVIER728

Date	Reference	Description	Charges (CAD)	Credits (CAD)
19-NOV-23	RT1046	Room Chrg - Govt./Military	185.00	
19-NOV-23	RT1046	GST	9.53	
19-NOV-23	RT1046	DMF	5.55	
19-NOV-23	RT1046	Tour Levy	7.62	
19-NOV-23	RT1046	Parking Self	38.00	
19-NOV-23	RT1046	GST	1.90	
20-NOV-23	1153	In Room Dining	28.36	
20-NOV-23	RT1046	Room Chrg - Govt./Military	185.00	
20-NOV-23	RT1046	GST	9.53	
20-NOV-23	RT1046	DMF	5.55	
20-NOV-23	RT1046	Tour Levy	7.62	
20-NOV-23	RT1046	Parking Self	38.00	
20-NOV-23	RT1046	GST	1.90	
21-NOV-23	MC	Mastercard-9531		-523.56
** Total			523.56	-523.56
*** Balance			0.00	

Stay well, no matter where you travel. Reconnect with your well-being and find your next destination at westin.com.

Continued on the next page

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



Charlene May
Xxx
Xxx, NE, 11111

Page Number : 2 Invoice Nbr
Guest Number : 1516330
Folio ID : A
Arrive Date : 19-NOV-23 16:52
Depart Date : 21-NOV-23 09:08
No. Of Guest : 1
Room Number :
Marriott Bonvoy Number :

Tell us about your stay. www.westin.com/reviews

EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room	GST	Tour Levy	Food\Bev	Phone	Other	Total	Payment
11-19-2023	185.00	9.53	7.62	0.00	0.00	45.45	247.60	0.00
11-20-2023	185.00	9.53	7.62	28.36	0.00	45.45	275.96	0.00
11-21-2023	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-523.56
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total	370.00	19.06	15.24	28.36	0.00	90.90	523.56	-523.56

Bring the Westin experience home. Shop WestinStore.com.

Check Detail

Check	Table	Check Opened	Minutes	Check Closed	Guests	Reference Info	Location	Employee
1153	1046	11/20/2023 6:10 PM	56.65	11/20/2023 7:06 PM	1		YEGWI - Westin Edmonton	Aileen Bartolome

11/20 6:10 PM	1	Kids Chicken Fingers & Fries	10.0	YEGWI In Room Dining	Aileen Bartolome
11/20 6:10 PM	1	KIDS STRAWBEERY & CREAM	6.0	YEGWI In Room Dining	Aileen Bartolome
11/20 6:10 PM	1	Delivery Charge / Tray Charge 1	5.0	YEGWI In Room Dining	Aileen Bartolome
11/20 6:28 PM		15% Service Charge	3.15	YEGWI In Room Dining	Aileen Bartolome
11/20 6:28 PM		15.00 %		YEGWI In Room Dining	Aileen Bartolome
11/20 7:06 PM		Roomposting	28.36	YEGWI In Room Dining	Aileen Bartolome
11/20 7:06 PM		Charged Tip Only	3.0	YEGWI In Room Dining	Aileen Bartolome
11/20 7:06 PM		MAY, CHARLENE		YEGWI In Room Dining	Aileen Bartolome
11/20 7:06 PM				YEGWI In Room Dining	Aileen Bartolome

.06 = GST 1.15

.06 Tax 1.15

Sub Total 21.0

Service Charge 6.15

Check Total 28.36

CHARLENE MAY

359

DATE 2023-12-20
Y Y Y Y M M D D

PAY TO THE
ORDER OF

Calgary Board of Education


~~Two Dollars and~~

⁰⁰

~~36~~

\$ 2.36

100 DOLLARS

 Security features included. Details on back.

CALGARY, ALTA. T2A 0R9

MEMO

ASBA FGM Overage \$2.36

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MP