

expense | monthly tracking report

claimant | Coppinger, Frank
 position | Superintendent, Facilities & Environmental Services
 level | Superintendent
 reporting period | October 1 to October 31, 2012
 date of report | January-14-13



Calgary Board
of Education

Filtered

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDNS)	Category	Expense Type	Payment Method	Allocation	Disclosure
CEFPI Conference	10/12/12	Registration - Council of Educational Facility Planners International Conference Oct 11 & 12/12, Sherwood Park, AB	\$385.00	travel	conferences & workshops	reimbursement	100%	Bi-monthly
CEFPI Conference	10/12/12	Use of personal vehicle -- Council of Educational Facility Planners International Conference Oct 11 & 12/12, Sherwood Park, AB	\$363.00	travel	PD mileage	reimbursement	100%	Bi-monthly
CEFPI Conference	10/12/12	Hotel - Council of Educational Facility Planners International Conference Oct 11 & 12/12, Sherwood Park, AB	\$151.51	travel	PD accommodation	reimbursement	100%	Bi-monthly
CEFPI Conference	10/12/12	Meal - Council of Educational Facility Planners International Conference Oct 11 & 12/12, Sherwood Park, AB	\$29.00	travel	PD food/non alcoholic beverage	reimbursement	100%	Bi-monthly
Cell Phone	10/11/12	Monthly Service Plan	\$104.77	other disclosed	telecom/cell phone	direct payment	100%	Bi-monthly

Claimant Declaration

By submitting this form, I declare that I:

- have personally reviewed the forms in this report;
- confirm that all expenses were incurred for CBE business purposes;
- confirm that all information included in this report is complete and accurate;
- understand that the information included in this report may be disclosed to the public as required by the CBE's administrative regulations, Alberta Government policies and legislation, or a FOIP request; and have properly and completely removed or redacted all personal information in accordance with the FOIP Act.

Approver

For help completing the form consistently, please contact your finance specialist

January-14-13

Coppinger, Frank

Superintendent, Facilities & Environmental Services

date

- Sent to Gail Jan 11/13

Travel & Subsistence Expense Report

Must be completed upon return from every business trip for: Reporting Purposes and any Out of Pocket Expenditures

Return completed form to **Treasury and Revenue Accounting**



Calgary Board of Education

Date: 19 OCT 2012

Details of Trip (Please Print)

Employee's Name FRANK COPPINGER Vendor #: _____
 School / Department to mail cheque to FES HIGHFIELD
 Purpose of Trip / Name of Conference CEPFI CONFERENCE
 Departure and Return Dates 11 & 12 OCT 2012 Destination: STERWOOD PARK 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/ Amex/ 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				385.00	
Travel Costs					
· Airfare (including trip cancellation insurance)				—	
· Rail/Bus				—	
· Taxi/Shuttle Bus/Car Rental in Calgary				—	
· Taxi/Shuttle Bus/Car Rental at Destination				—	
· Personal Vehicle <u>726</u> km @ 50¢/km (submit on Km Payment Form to Payroll)			363.00		Send original to Payroll for payment
Accommodations at Single Rate					
\$ <u>151.51</u> @ <u>1</u> Nights				151.51	
Meals (including tips) (excluding meals covered by Conference or Others)					
· Breakfast <u>1</u> @ \$12.00			29.00	12.00	
· Lunch <u>1</u> @ \$17.00				17.00	
· Dinner _____ @ \$26.00					
· Or Actual Expense					
Telecommunication Charges (Internet, phone calls)					
Parking – in Calgary				—	
Parking – at Destination				—	
Other – Provide Details				—	
TOTAL COST OF TRIP			363.00	565.51	
CASH ADVANCE IF ANY—Ref # _____					
AMOUNT DUE TO (OWING BY) CLAIMANT				565.51	
GST Breakout Area					

I certify that the above claim is correct:

 Claimant's Signature

 Approved by Superordinate

NOTE: Copies of amounts paid through the P-Card, Amex Card, Invoices and Mileage Claim Forms must also be attached to this claim, in addition to items claimed for all Out of Pocket Expenses.

Set to Nil: Oct 22/12

Council of Educational Facility Planners International
Fall 2012 Alberta Chapter Conference - "Moving Forward"
October 11th - October 12th, 2012
Sherwood Park, AB
Registration Form

Important Cut-Off Dates

Conference Early-Bird Registration: Until Friday, September 14, 2012
Cancellation Refunds: Until Friday, September 28, 2012

Name FRANK COPPINGER
Membership ID # _____
Organization Calgary Board of Education
Address 3610 - 9 Street S.E.
City CALGARY. Postal Code T2G 3C5
Email fcoppinger@cbe.ab.ca.
Phone 403-214-1202 Fax 403-214-1220

TOTAL PAYMENT \$ 385.00

G.S.T. is not applicable. Space for golf is limited, so please book early.
Cancellation Charge: \$25.00 prior to September 28, 2012. No refund after September 28, 2012.

Please send your payment to: Laurel Udell
(cheque payable to 'CEFPI Alberta Chapter') Capital Planning
2nd floor - 44 Capital Boulevard
100-44 - 108 Street
Edmonton, Alberta, T5J 3E6
Phone: 780.427.2437
Fax: 780.644.2284
Email: laurel.udell@gov.ab.ca

If you do not want your email address distributed please check box below.

Do not distribute my email address.

Banquet (BBQ Steak Dinner) will be held at The Legends Golf and Country Club.
Located at: ~~55541 Range Road 232, Sherwood Park~~
Friday conference will be held at the new Archbishop Jordan Catholic High School.
Located at: ~~4001 Emerald Drive, Sherwood Park~~



**MainStay Suites East
Edmonton/Sherwood Park
(CN891)**

201 Palisades Way
Sherwood Park, AB T8H 0N3
(780) 570-8083
GM.CN891@choicehotels.com

Account: 254561987

Date: 10/12/12

Room: 110 BAR

Arrival Date: 10/11/12

Departure Date: 10/12/12

Check In Time: 10/11/12 5:09 PM

Check Out Time:

CN-81001699016

COPPINGER, FRANCIS

Rewards Program ID:

You were checked out by:

You were checked in by: cstpet.cn891

Total Balance Due: 0.00

Post Date	Description	Comment	Amount
10/11/12	Room Charge	#110 COPPINGER, FRANCIS	139.00
10/11/12	Goods and Service Tax		6.95
10/11/12	Tourism Levy		5.56
10/12/12	Visa Payment		(151.51)

Folio Summary 10/11/12 - 10/12/12

Room Charge	139.00
Goods and Service Tax	6.95
Tourism Levy	5.56
Visa Payment	(151.51)

Balance Due: 0.00

This rate is eligible for partner rewards. If this rate is changed, you will no longer be entitled to Choice Privileges points.
GST # 870649506RT0002

X _____

CHOICEprivileges

Congratulations. You are earning Choice Privileges Points for this stay.



INDIVIDUAL DETAIL

FRANK COPPINGER
FACILITIES-HIGHFIELD

Savings Details	
Corporate Discount	23.27
Total Month's Savings \$ 23.27	

Current Charges - Detail Contract Term : 3 yr

Monthly Service Plans Oct 12 to Nov 11	
Service Plan Name	Total
Talk \$75/750/EW (contract)	75.00
20.0% Voice disc	-15.00
Total	\$ 60.00

Additional Local Airtime Service	<small>*Free Airtime includes: bonus minutes, birthday calling, evenings & weekends, free incoming, *811 and In Network Calling</small>				Total
	Total Airtime	*Free Airtime	Included Airtime	Chargeable Airtime	
Phone (minutes)	81:00	17:00	64:00	0:00	0.00
Total					\$ 0.00

Long Distance Charges Service	Total LD Minutes	Free LD Minutes	Included LD Minutes	Chargeable LD Minutes	Total
Domestic Phone	1:00	0:00	0:00	1:00	0.35
Total Long Distance Used					\$ 0.35
20% discount w/ 8¢ LD					-0.27
Total					\$ 0.08

Usage and Other Services Service	Total Events	Event Type	Total
Data Usage - BlackBerry Smartphones	23.727	MB	0.00
Total			\$ 0.00

Value Added Services Service	Total
Basic Voice Mail Free (Oct 12 to Nov 11)	Free
Call Forward Immediate (Oct 12 to Nov 11)	Free
Caller ID Free (Oct 12 to Nov 11)	Free
Cost Assure for BB BES 40 NA (Oct 12 to Nov 11)	40.00
Detailed Billing \$0 (Oct 12 to Nov 11)	Free
Incoming Mobile Promo (Oct 12 to Nov 11)	Free
20.0% BlackBerry data disc	-8.00
Total	\$ 32.00

Other Fees Charge	Total
Enhanced 911 Access Charge (Oct 12 to Nov 11)	0.75
System Access Fee (Oct 12 to Nov 11)	6.95
Total	\$ 7.70

Taxes	Total
GST	4.99
Total	\$ 4.99
Total Current Charges \$ 104.77	

AIRTIME DETAIL