

expense | monthly tracking report

claimant | Hurdman, Trina
position | Trustee, Wards 6 & 7
level | Board of Trustees
reporting period | November 1 to December 31, 2014
date of report | February-13-15



**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
ASBA Fall General Meeting	Nov 16, 2014	Registration - ASBA FGM, Edmonton, AB Nov 16-18, 2014	\$682.50	travel	PD course or registration fee
ASBA Fall General Meeting	Nov 16, 2014	Accommodation - ASBA FGM, Edmonton, AB Nov 16-18, 2014	\$334.56	travel	PD accommodation
ASBA Fall General Meeting	Nov 16, 2014	Meals - ASBA FGM, Edmonton, AB Nov 16-18,	\$34.45	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: Nov 26, 2014

Trustee's Name Trina Hurdman Trustee, Wards 6 & 7

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

Departure and Return Date Nov 16-18, 2014

Destination: Edmonton, Alberta

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	682.50		682.50		
Travel Costs					
Airfare					
Insurance					
Rail/Bus					
Taxi/Shuttle Bus/Car Rental at Destination					
Personal Vehicle Km @ 50¢/Km (submit via PeopleSoft)					N/A
Parking – at Destination					
Accommodation					
2 Nights @ \$ 167.28 (Single Rate)	334.56		334.56		
Telecommunication Charges (Internet, Phone calls)					
Meals - Receipts required (Including tips, excluding meals covered by Conference or Others)					
Breakfast(s) (Maximum \$12.00 each)					
1 Lunch(es) (Maximum \$17.00 each)	6.85 6.50			6.85 6.50	
2 Dinner(s) (Maximum \$26.00 each)	27.60			27.60	
Other - Provide Details					
TOTAL COST OF TRIP	1051.46 ⁵⁷		1017.06	340.45 340.00	
AMOUNT DUE TO CLAIMANT / <CBE>					
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 _____

A · S · B · A

Alberta School Boards
Association

1200, 9925 - 109 Street Edmonton, Alberta T5K 2J8

Phone: 1.780.482.7311 Fax: 1.780.482.5659

www.asba.ab.ca Email: hrogers@asba.ab.ca Business #: 10669 4268

INVOICE

NUMBER

DATE December 01, 2014

BILL TO:

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

RECEIVED

DEC 09 2014

CORPORATE FINANCE

Customer Number	P.O. NUMBER	TERMS		
CAL02		Due on Receipt		
DESCRIPTION	REQ.	UNIT PRICE	EXTENDED PRICE	
Fall General Meeting 2014 Attendee(s): T.Hurdman	1	650.00	650.00	
		NET AMOUNT	650.00	
		FREIGHT G.S.T.	32.50	
		TOTAL DUE	\$682.50	

UNION BANK INN

A CENTURY OF HISTORY · MODERN RENAISSANCE STYLE

GUEST
ACCOUNT

HURDMAN TRINA
1221 8ST SW

CALGARY, AB
T2R0L4
CALGARY BOARD OF EDUCATION
Room # Invoice #

Arrive 11/16/14 Depart 11/18/14

DATE	CLERK	DEPARTMENT	DESCRIPTION	AMOUNT
11/16/14	JAC	2-Room Charge		149.00
11/16/14	JAC	41-Tourism Le	On Room Charge	5.96
11/16/14	JAC	42-DMF		4.47
11/16/14	JAC	41-Tourism Le	On DMF	0.18
11/17/14	JAC	2-Room Charge		149.00
11/17/14	JAC	41-Tourism Le	On Room Charge	5.96
11/17/14	JAC	42-DMF		4.47
11/17/14	JAC	41-Tourism Le	On DMF	0.18
11/18/14	JAC	-Mastercard	PAYMENT THANK YOU	-334.56
			GST On DMF	0.44
			GST On Room Charge	14.90
Tax Reg. # R897343794				
BILLING INSTRUCTIONS			BALANCE DUE →	-0.00

COMPANY

ATTENTION

I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges.

SIGNATURE

X _____

UNION BANK INN

A CENTURY OF HISTORY · MODERN RENAISSANCE STYLE

10053 Jasper Avenue, Edmonton, AB, Canada T5J 1S5
 Phone: 780.423.3600 • Fax: 780.423.4623
 E-mail: info@unionbankinn.com • Web: unionbankinn.com

THE UNDERGROUND
TAP & GRILL
10004 JASPER AVE
EDMONTON, AB T5J1R3
7804251880

UNION BANK TRN
12053 JASPER AVENUE
EDMONTON AB T5J1S5
780-423-3680

Underground Tap & Grill
The Underground Tap & Grill
10004 Jasper Ave
780-425-1880
GST# 823839485

Date: Nov 16, 2014 18:09:43
Table:
TableTransId:
TransId:
Seats:
Server:

SALE

Server #:
MID:
TID:
Batch #:
11/16/14
Cust Ref#:
APPR CODE:
MASTERCARD

REF#:
18:11:36

Doc Last ID:
Term ID:
Clerk ID:

Ref #:

Pre-Auth Compl

XXXXXXXXXX
MASTERCARD
11/16/14
Inv #:
Apprvd
Entry Method: Manual
06:50:36
Appr Code:
Batch#:
Original Pre Auth Amount: \$ 400.04
Total: \$ 334.56

1 Chicken Alfredo 16.00
Subtotal 16.00
GST 0.80
Total 16.80
Balance 16.80

AMOUNT \$16.80
TIP \$3.36
TOTAL \$20.16

APPROVED

MasterCard
AID:
TVR: 00 00 00 80 00
TS: E8 00

Customer Copy

Join us next month for our
Elysian Tap Take Over

www.undergroundtapandgrill.com

THANK YOU
PLEASE COME AGAIN

CUSTOMER COPY

Tim Hortons

Your Friends In Ponoka
Bay2 4750 HWY 2A, Ponoka, Alberta T4J1K3
Manager:

* * * * * RECEIPT IS REPRINTED * * * * *
11/16/14 12:12:43

SALE RECEIPT
Store #4312 tko 11/16/14 12:11:25
Subway Sandwiches & Salads
2035 - 50 Avenue
Red Deer AB T4R 1Z4
403-343-6066

Trans# Clerk Dwr TRDT
Receipt # Reg-ID
--- ITEM --- QTY PRICE MEMO PLU
* * * * * RECEIPT IS REPRINTED * * * * *

HAM&CHEESEfr 1 T \$ 6.50 10225
Rounding 1 \$ 0.02 55005
SUBTOTAL \$ 6.52
GST \$ 0.33
TAKE-OUT **TOTAL \$ 6.85
Cash AMT TEND \$ 20.00
CHANGE DUE\$ 13.15

How'd we do? Get a FREE cookie
Take 1 min. survey at www.tellsurvey.com
* * * * * RECEIPT IS REPRINTED * * * * *

1 Wrap Snack Combo (\$0.49)
1 Wrap-Chicken Chipotle \$1.99
1 Medium Iced Cappuccino \$2.61
1 Cream \$0.00
1 Candy - Donut \$0.99
1 Wrap-Chicken Chipotle \$1.99
Subtotal: \$7.09
GST: \$0.35 PST: \$0.00
GrandTotal: \$7.44
CASH: \$10.00
Change Due: \$2.56
Rounded Change Due: \$2.55
Drive Thru # Cashier

Thanks for stopping by!
Tell us how we did at
www.telltimhortons.com 1-888-601-1616
Tue Nov 18, 2014 16:31:26

Receipt # :
GST #81507 7813

Guest Copy

REPRINT RECEIPT