

## expense | monthly tracking report

claimant | Hrdlicka, Julie  
position | Trustee, Wards 11 & 13  
level | Board of Trustees  
reporting period | May 1 to June 30, 2015  
date of report | August-14-15



**Calgary Board  
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
ASBA Spring General Mtg.	06/01/2015	Registration - ASBA SGM, Red Deer, AB June 1-2, 2015	\$630.00	travel	PD course or registration fee
ASBA Spring General Mtg.	06/01/2015	Accommodation, ASBA SGM, Red Deer, AB June 1-2, 2015	\$207.99	travel	PD accommodation



# 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: June 25, 2015

Trustee's Name Julie Hrdlilcka, Trustee Wards 11 & 13

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

Departure and Return Date June 1-2, 2015

Destination: Red Deer, 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	630.00		630.00		
<b>Travel Costs</b>					
Airfare					
Insurance					
Rail/Bus					
Taxi/Shuttle Bus/Car Rental at Destination					
Personal Vehicle Km @ 50¢/Km (submit via PeopleSoft)					N/A
Parking – at Destination					
<b>Accommodation</b>					
1 Nights @ \$ 207.99 (Single Rate)	207.99		207.99		
<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					
<b>TOTAL COST OF TRIP</b>	<b>837.99</b>		<b>837.99</b>		
<b>AMOUNT DUE TO CLAIMANT / &lt;CBE&gt;</b>					
<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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Payment Authorization

\_\_\_\_\_

# INVOICE

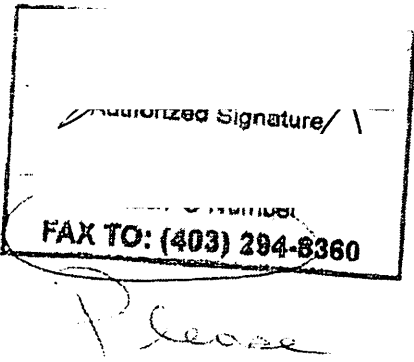
NUMBER

DATE June 15, 2015

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

**BILL TO:**

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

Customer Number	P.O. NUMBER	TERMS		
CAL02		Due on Receipt		
DESCRIPTION	REQ.	UNIT PRICE	EXTENDED PRICE	
Spring General Meeting 2015  Attendee(s): Julie Hrdlicka	1	600.00	600.00	
 <p>Authorized Signature / \</p> <p>FAX TO: (403) 294-8360</p> <p>Please</p>				
			<b>NET AMOUNT</b>	600.00
			<b>FREIGHT G.S.T.</b>	30.00
			<b>TOTAL DUE</b>	<b>\$630.00</b>

Sheraton Red Deer  
 3310 50 Avenue  
 Red Deer, AB T4N 3X9  
 Canada  
 Tel: 403-346-2091 Fax: 403-340-0255



Julie Hrdlicka  
 1221 8th St Sw  
 Calgary, AB T2R 0L4  
 CA

Page Number : 1 Invoice Nbr  
 Guest Number :  
 Folio ID :  
 Arrive Date : 01-JUN-15 16:56  
 Depart Date : 02-JUN-15 08:30  
 No. Of Guest : 1  
 Room Number :  
 Club Account :

Copy Invoice

Tax ID : R849702444

Sheraton Red Deer 10-JUN-15 13:22

Date	Reference	Description	Charges (CAD)	Credits (CAD)
01-JUN-15	DEPOSIT	Deposit Applied		-207.90
01-JUN-15	RT606	Room Charge	189.00	
01-JUN-15	RT606	GST Room Charge	9.54	
01-JUN-15	RT606	Tourism Levy	7.56	
01-JUN-15	RT606	Destination Marketing Fee	1.89	
02-JUN-15	gst	Adj Room Chrg Grp Association		-0.09
		<b>** Total</b>	<b>207.99</b>	<b>-207.99</b>
		<b>*** Balance</b>	<b>-0.00</b>	

GST Summary	GST# R849702444	Amount (CAD)
GST Room Revenue		9.54
GST Food & Beverage		0.00
GST Telephone		0.00
GST Other		0.00
<b>GST Total</b>		<b>9.54</b>

As a Starwood Preferred Guest, you could have earned 376 Starpoints for this visit. Please provide your member number or enroll today.

Tell us about your stay. [www.sheraton.com/reviews](http://www.sheraton.com/reviews)

Continued on the next page

Sheraton Red Deer  
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 Red Deer, AB T4N 3X9  
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 Tel: 403-346-2091 Fax: 403-340-0255



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EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room Chgs	Food & Bev	Telephone	Other	Total	Payment
06-01-2015	207.99	0.00	0.00	-207.90	0.09	0.00
06-02-2015	-0.09	0.00	0.00	0.00	-0.09	0.00
<b>Total</b>	<b>207.90</b>	<b>0.00</b>	<b>0.00</b>	<b>-207.90</b>	<b>0.00</b>	<b>0.00</b>