

## expense | monthly tracking report

claimant | Hrdlicka, Julie  
position | Trustee, Wards 11 & 13  
level | Board of Trustees  
reporting period | November 1 to December 31, 2015  
date of report | February-12-16



**Calgary Board  
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
ASBA Fall General Meeting	Nov 15, 2015	Registration - ASBA FGM, Edmonton, AB Nov 15-17, 2015	\$708.75	travel	PD course or registration fee
ASBA Fall General Meeting	Nov 15, 2015	Accommodation - ASBA FGM, Edmonton, AB Nov 15-17, 2015	\$359.26	travel	PD accommodation
ASBA Fall General Meeting	Nov 15, 2015	Meals - ASBA FGM, Edmonton, AB Nov 15-17,	\$18.38	travel	PD food/non alcoholic beverage



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 25, 2015

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

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

Departure and Return Date Nov 15/17, 2015

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
<b>Registration/Conference Fees</b>	708.75		708.75		
<b>Travel Costs</b>					
Airfare					
Insurance					
Rail/Bus					
Taxi/Shuttle Bus/Car Rental at Destination					
Personal Vehicle      Km @ 50¢/Km (submit via PeopleSoft)					
Parking – at Destination					
<b>Accommodation</b>					
2 Nights @ \$ <u>179.63</u> (Single Rate)	359.26		359.26		
<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)					
1 Dinner(s) (Maximum \$26.00 each)	18.38			18.38	
<b>Other – Provide Details</b>					
<b>TOTAL COST OF TRIP</b>	1086.39		1068.01		
<b>AMOUNT DUE TO CLAIMANT / &lt;CBE&gt;</b>				18.38	

**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

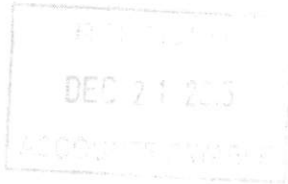


Alberta School Boards  
Association

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

**BILL TO:**

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



(403) 817-7933 Ext.

# INVOICE

NUMBER

DATE December 07, 2015

Customer Number	P.O. NUMBER	TERMS		
CAL02		Due on Receipt		
DESCRIPTION	REQ.	UNIT PRICE	EXTENDED PRICE	
Fall General Meeting 2015 Attendee(s): J. Hrdicka	1	675.00	675.00	
		<b>NET AMOUNT</b>	675.00	
		<b>FREIGHT G.S.T.</b>	33.75	
		<b>TOTAL DUE</b>	<b>\$708.75</b>	

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



Julie Hrdlicka  
 1221 8th St. S.w  
 Calgary, AB T2R 0L4  
 Canada

Page Number : 1 Invoice Nbr  
 Guest Number :  
 Folio ID : A  
 Arrive Date : 15-NOV-15 14:54  
 Depart Date : 17-NOV-15 08:26  
 No. Of Guest :  
 Room Number :  
 Club Account :

Copy Tax Invoice

Tax ID : 815461330RT0001

The Westin Edmonton 17-NOV-15 08:30 BRADSMO

Date	Reference	Description	Charges (CAD)	Credits (CAD)
15-NOV-15	DEPOSIT	Deposit Applied		-179.63
15-NOV-15	RT1402	Room Charge	160.00	
15-NOV-15	RT1402	GST	8.24	
15-NOV-15	RT1402	Destination Marketing Fee	4.80	
15-NOV-15	RT1402	Tourism Levy	6.59	
16-NOV-15	RT1402	Room Charge	160.00	
16-NOV-15	RT1402	GST	8.24	
16-NOV-15	RT1402	Destination Marketing Fee	4.80	
16-NOV-15	RT1402	Tourism Levy	6.59	
17-NOV-15	MC	Mastercard		-179.63
** Total			359.26	-359.26
*** Balance			0.00	

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Continued on the next page

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



Julie Hrdlicka  
 1221 8th St. S.w  
 Calgary, AB T2R 0L4  
 Canada

Page Number : 2 Invoice Nbr  
 Guest Number :  
 Folio ID : A  
 Arrive Date : 15-NOV-15 14:54  
 Depart Date : 17-NOV-15 08:26  
 No. Of Guest :  
 Room Number :  
 Club Account :

As a Starwood Preferred Guest, you could have earned 640 Starpoints for this visit. Please provide your member number or enroll today.

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EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room	GST	Tour Levy	Food\Bev	Phone	Other	Total	Payment
11-15-2015	160.00	8.24	6.59	0.00	0.00	-174.83	0.00	0.00
11-16-2015	160.00	8.24	6.59	0.00	0.00	4.80	179.63	0.00
11-17-2015	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-179.63
<b>Total</b>	<b>320.00</b>	<b>16.48</b>	<b>13.18</b>	<b>0.00</b>	<b>0.00</b>	<b>-170.03</b>	<b>179.63</b>	<b>-179.63</b>

Julius

\*\*\*\*\*  
CHECK # 425436                      DATE 11/16/15  
TABLE # 151                              TIME 7:17PM  
=====

--                      DINING : LYDIA                      --

SEAT#	ITEMS ORDERED	AMOUNT
1	CHAI SPINACH FULL	13.00
	DESSERT IN A JAR, 0.50	4.50
	SUBTOTAL	17.50
	GST	0.88
		-----
		18.38
	TOTAL	18.38

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	SUBTOTAL	17.50
	GST	0.88

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TOTAL DUE                      18.38  
-----

		0.02
	ROUNDED TOTAL	18.40

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# OF GUESTS                      1

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GST# 843991241 RT0001