

expense | monthly tracking report

claimant | Hehr, Richard
 position | Trustee
 level | Board of Trustees
 reporting period | November 1 to December 31, 2018
 date of report | February-08-19



**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
TEBA Meeting	12/10-11/18	TEBA Meeting Red Arrow	\$76.00	travel	BUS airfare/bus/rail
TEBA Meeting	12/10-11/18	TEBA Meeting Red Arrow	\$15.60	travel	BUS airfare/bus/rail
TEBA Meeting	12/10-11/18	TEBA Meeting Accommodation	\$180.51	travel	BUS accommodation
TEBA Meeting	12/10-11/18	TEBA Meeting Meals	\$23.95	travel	BUS food/non alcoholic beverage
ASBA FGM	11/18-20/18	ASBA FGM Conference Fees	\$813.75	travel	conferences & workshops
ASBA FGM	11/18-20/18	ASBA FGM Accommodation	\$446.84	travel	BUS accommodation
ASBA FGM	11/18-20/18	ASBA FGM Meals	\$51.79	travel	BUS 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.

Date: November 28 2018

Details of Trip | Please Print

Trustee's Name Richard Hehr, Trustee Wards 8 & 9

Purpose of Trip / Name of Conference: ASBA FGM

Departure and Return Date November 18/20, 2018 Destination: Edmonton

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	813.75		813.75		Invoiced
Travel Costs					
Airfare					
Insurance					
Rail/Bus					
Taxi/Shuttle Bus/Car Rental at Destination					
Personal Vehicle Km @ 50¢/Km (submit via PeopleSoft)					
Parking – at Destination					
Accommodation					
2 Nights @ \$ 223.42 (Single Rate)	446.84			446.84	
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)					
2 Dinner(s) (Maximum \$26.00 each)	51.79			51.79	
Other – Provide Details					
TOTAL COST OF TRIP	1312.38		813.75	498.63	
AMOUNT DUE TO CLAIMANT / <CBE>				498.63	

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

St. Croix, Grace M

From: events@regonline.ca
Sent: October-19-18 2:04 PM
To: St. Croix, Grace M
Cc: St. Croix, Grace M
Subject: Registration Confirmation

You are receiving this email because you registered for FGM 2018.
If you are having trouble viewing this email, try [viewing it in a browser](#).



FGM 2018

Thank you for registering. You are confirmed for FGM 2018.

Name: Richard Hehr
Registration ID: 111367744

[Review, change, or update your registration.](#)

We look forward to seeing you at the event!

Get event information on the go with our NEW Mobile Event Guide! To access on your mobile device, [click here](#)

When

November 18-20, 2018

Where

The Westin Edmonton
10135 100 Street
Northwest
Edmonton, Alberta T5J
0N7
(780) 426-3636

[For a map and directions to the event, click here.](#)

Contact

Phone: 780-451-7102

Interested in hosting your own event? [Click here.](#)



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 #
11/30/2018	201864

Invoice To

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

Terms - Net 30 days

Quantity	Item	Description	Net	Amount
	Registration Fees	Fall General Meeting - as per the attached <i>Trustee Richard Hehr</i> <i>\$813.75</i>	3,100.00	3,100.00

Sales Tax Summary	
GST@5.0%	CAD 155.00
Total Tax	CAD 155.00

GST/HST No. 106694268	Total CAD 3,255.00
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THE Fairmont
HOTEL MACDONALD

10065 - 100 Street NW
Edmonton, AB, Canada T5J 0N6
T (780) 424-5181 F (780) 429-6481
G.S.T. Registration # 846543619

Room :
Folio # :
Cashier # : 225781
Page # : 1 of 1

Mr Richard Hehr
1221 8th Street SW
Calgary AB
T2R 0L4 Canada

Arrival : 11-18-18
Departure : 11-20-18

Date	Description	Additional Information	Charges	Credits
11-18-18	Confederation Lounge	Room# 0520 : CHECK# 100978	44.90	
11-18-18	Government Rate		199.00	
11-18-18	Room - DMF		5.97	
11-18-18	Room - AB Tourism Levy		8.20	
11-18-18	Room - GST		10.25	
11-19-18	Government Rate		199.00	
11-19-18	Room - DMF		5.97	
11-19-18	Room - AB Tourism Levy		8.20	
11-19-18	Room - GST		10.25	
11-20-18	Visa	XXXXXXXXXXXXX XXXX		491.74
Total			491.74	491.74
Balance Due			0.00	

GST Summary

Room	20.50
F&B	1.90
Other	0.00
Total	22.40

Thank you for choosing Fairmont Hotels & Resorts.

To provide feedback about your stay, please contact Garrett Turta, General Manager, at Garrett.Turta@fairmont.com.
We also invite you to share memories of your experience on our community forum - visit www.everyonesanoriginal.com.

For information or reservations, visit us at www.fairmont.com or call Fairmont Hotels & Resorts from: United States or Canada 1 800 441 1414
Pour information et réservations visitez notre web au www.fairmont.com ou téléphoner au Hôtels Fairmont de: États-Unis ou Canada 1 800 441 1414

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part of or the full amount of these charges. Overdue balance subject to a surcharge at the rate of 1.5% per month after one month. (18.00% per annum.)
I have accepted delivery of The Globe and Mail. Had I refused, I would have been eligible for a \$1.00 (Mon-Fri) and \$2.00 (Sat.) credit to my account. (At participating hotels.)

Je me porte personnellement responsable du règlement total de cette note au cas où la compagnie, l'association ou son représentant désigné en refuserait le paiement. Les comptes en souffrance sont sujets à un intérêt de 1,5% par mois après un mois. (18,00% par année)
J'ai accepté la livraison du journal The Globe and Mail. Si j'avais refusé, j'aurais pu obtenir un crédit à mon compte de 1.00\$ par jour (du Lundi au Vendredi) et de 2.00\$ le Samedi. (Dans les hôtels participants.)

Thank you for choosing to stay with Fairmont Hotels & Resorts
Merci d'avoir choisi les Hôtels Fairmont

CRAFT BEER MARKET
10013 101A Avenue
Edmonton AB T5J 0C3
780-424-7339

** TRANSACTION RECORD **
Tran. #: 1971
Check #: 923376
Employee #: 1098
Employee: Z-HEATHER

Type: Purchase
Acct: Visa
Card #: xxxxxxxxxxxx:

Amount \$21.79
Tip \$4.00
=====

TOTAL CAD\$25.79

Reference #:
66275243 0014540140 C
Auth. #: 099970
CBMECS19/W66275243 005
11/19/2018 7:33:33 PM

VISA CREDIT
A0000000031010
0080008000 FB00

APPROVED - THANK YOU
01-027

Customer Copy

IMPORTANT
Retain this copy for
your records

THANK YOU
Come Again

CHECK # 923376 DATE 11/19/18
TABLE # 103 TIME 7:31PM
=====

-- DINING : PARTY 3 --

SEAT#	ITEMS ORDERED	AMOUNT
1	SODA	3.25
	BAJA FISH TACOS	17.50
	side kale caesar	0.00
	SUBTOTAL	20.75
	GST	1.04

		21.79
	TOTAL	21.79

SUBTOTAL	20.75
GST	1.04

TOTAL DUE 21.79

	0.01
ROUNDED TOTAL	21.80

OF GUESTS 1

WINE VS BEER BREWMASTER DINNER
Wednesday November 28th 6pm
4 Course Dinner with Beer/Wine pairings
Tickets are \$60 and can be purchased
Online or In House
RiceHowardEvents@CRAFTBeerMarket.ca
www.CRAFTBeerMarket.ca
780.424.BEER

GST# 843991241 RT0001

St. Croix, Grace M

From: hotelmacdonald@fairmont.com
Sent: November-28-18 11:10 AM
To: St. Croix, Grace M
Subject: itemized invoice

Good morning,
As per your request, below is the itemized receipt for the charge of \$44.90 in the confederation lounge. Please let us know if there is anything else we can assist you with at this time.

FAIRMONT
HOTEL MACDONALD
10065 100 St NW
Edmonton, AB
Tel: (780) 424-5181

05 - Confed. Lounge

Server: Katryna Check: 100978
Table : 18 Date : 11/18/2018
Guests: 3 Time : 6:39:24 PM

1 DIET COKE	5.00
1 SODA WATER	5.00
1 HALIBUT & CHIPS	28.00

Food:	38.00
SUBTOTAL:	38.00
Tax:	1.90

TOTAL: 39.90

=====

TIP: 5.00
RMCHRG: 44.90

Room: 520
Hehr, Mr Richard

Maximum claim is \$26.00

$44.90 - 26.00 = 18.90$ to reimburse CBE.

Karlyn
Royal Service Agent

Fairmont Hotel Macdonald
T + 1 780 424 5181
F + 1 780 429 6481
hotelmacdonald@fairmont.com
fairmont.com

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**Calgary Board
of Education**

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: December 17 2018

Trustee's Name Richard Hehr, Trustee Wards 8 & 9

Purpose of Trip / Name of Conference: TEBA Meeting

Departure and Return Date Dec 10 2018 - Dec 11 2018 Destination: Edmonton

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

Travel Costs

Airfare

Insurance

Rail/Bus

76.00

76.00

Taxi/Shuttle Bus/Car Rental
at Destination

15.60

15.60

Personal Vehicle Km @
50¢/Km (submit via PeopleSoft)

Parking – at Destination

Accommodation

1 Nights @ \$ 180.51
(Single Rate)

180.51

180.51

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)

23.95

23.95

Other – Provide Details

TOTAL COST OF TRIP

AMOUNT DUE TO CLAIMANT / <CBE>

220.06

220.06

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.

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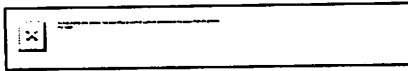
Claimant's Signature

Payment Authorization

St. Croix, Grace M

From: Red Arrow Reservations <itinerary@redarrow.ca>
Sent: December-11-18 12:28 PM
To: St. Croix, Grace M
Subject: Red Arrow Itinerary/Receipt

ITINERARY/RECEIPT



2018-12-11

You can reach us at:

GRACE ST CROIX
1221 8 ST SW
CALGARY, AB T2R 0L4

Red Arrow - CNS
Central Reservations: 1-800-232-1958
sales@redarrow.ca

ORDER#	ORDERED	CUSTOMER#	P.O.	GROUP NAME	DEPARTING	RETURNING	SALES REP	SALES AGENT
1879713	2018-12-10	415694			2018-12-10	2018-12-10	-	DANA

Travellers:

HEHR/RICHARD

PRODUCT DESCRIPTION	DURATION	OCCUPANCY	QTY	PRICE/UNIT	BILLED
CALEDM 18:30 YYC. Assigned to: 07A Departs Calgary (CALTO / CTO 205 9 Ave SE) at 18:30 on 2018-12-10. Arrives Edmonton (EDMTO / ETO 10014 104 St) at	3 hrs 45 mins	Adult	1	\$ 72.38	\$ 76.00

22:15 on 2018-12-10. (3 hrs 45 mins)

Payments Received

DATE	GUEST	REFERENCE	AMOUNT
2018-12-10	customer: GRACE ST CROIX	MasterCard *****	\$ 152.00
2018-12-11	customer: GRACE ST CROIX	MasterCard *****	\$ -76.00

Base Price:	\$ 72.38
Discounts:	\$ 0.00
Service Charges:	\$ 0.00
GST:	\$ 3.62
Invoice Total:	\$ 76.00
Payments Received:	\$ 76.00
Balance Due:	\$ 0.00

PLEASE NOTE THAT A PAPER TICKET IS NOT REQUIRED FOR CHECK-IN. PLEASE CHECK IN 15 MINUTES PRIOR TO DEPARTURE

TERMS: DUE UPON RECEIPT GST# BN139981476 Please note that the maximum luggage allowance per person is 4 pieces including carry on bags, and stowed luggage underneath the coach. Carry on bags include purses, backpacks and laptop bags. Additional luggage will incur additional fees. If you wish to time change, date change, or cancel for a full refund – 30 minutes notice prior to A.M departures; 3 hours notice prior to P.M. departures must be given. All Camrose Departures require 30 minutes notice. December 14 - January 4 to cancel or make any changes to a reservation we require 24 hours notice. Failure to provide proper notice makes the trip non refundable & will result in an additional change fee for a date / time change. Failure to arrive on time or no showing for your departure will result in forfeit of full fare unless rebooked within 30 days for a change fee. **Red Arrow will not be responsible for the loss of or damage to checked luggage in excess of stated maximum liability. In addition, Red Arrow does not accept liability to loss of or damage to unchecked baggage carried on board. For the full policy, please visit www.redarrow.ca or view the policy posted on our information boards at our Ticket Offices** **Red Arrow reserves the right to check I.D. or perform carry-on baggage checks at any time** Corporate Billing Accounts: Payment due 30 days after completion of trip.

If you wish to change or cancel your booking, please contact a Passenger Experience Representative at 1-800-232-1958.

Thank you for booking with Red Arrow Motorcoach. We appreciate your business!

Our Core Values: Safety | Customer Service | Resourcefulness | Integrity | Positive Attitude | Team Work | Loyalty | Accountability | Respect | Dedication

Co-op Taxi Line
(780)425-2525
www.co-optaxi.com

TRANSACTION RECORD

Terminal 067/66286094
Driver 3611
18/12/11 08:14:53

Card : *****

VISA CREDIT

CHIP CARD

A0000000031010

0080008000 F800

VERIFIED BY PIN

Ref # 0010013790 C

Auth # 036193

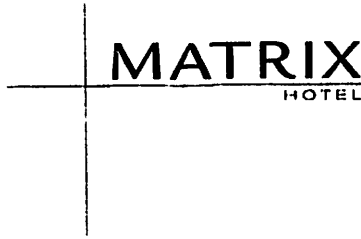
		PURCHASE
FARE	: \$	12.60
TIP	: \$	3.00
TOTAL	: \$	15.60

APPROVED - THANK YOU
(01-027)

IMPORTANT: Retain this
copy for your records

Merchant Copy

Thank you for choosing
Co-op taxi



Mr. Richard Hehr
1221 8th St. SW
Calgary AB t2r0l4
Canada

Room No. : ()
 Arrival : 12-10-18
 Departure Date : 12-11-18
 Folio No. : 6148926

Conf. No. : 46725347
 P.O. No. :

Company Name:

Group Name:

INVOICE

Date	Description	Charges	Credits
12-10-18	Mz. Lounge - Dinner Room# 0308 : CHECK# 1594	23.95	
12-10-18	Room Revenue	159.00	
12-10-18	Destination Marketing Fee	4.77	
12-10-18	Room GST	8.19	
12-10-18	Tourism Levy	6.55	
12-11-18	Gratuity	2.00	
12-11-18	Visa XXXXXXXXXXXX		204.46
		Total Charges	204.46
		Total Credits	204.46
		Balance	0.00

Merchant ID
Transaction ID 5801554
Approval Code
Approval Amount 204.46

Credit Card # XXXXXXXXXXXX
Capture Method Swiped
Transaction Amount 204.46

Matrix Hotel
MZ Lounge
10640-100 Avenue
GST # 866344302

17 GLADYS

Check: 1594
Table: 26-1

Guests: 1

12/10/2018 10:34PM

1 FISH & CHIPS 19.00

Subtotal 19.00
G.S.T. 0.95

Total Due \$19.95

GRATUITY 4.00

TOTAL 23.95

Signature _____

Guest Name _____

Room # _____

306