

# expense | monthly tracking report

claimant | **Hrdlicka, Julie**  
 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
Parkland Annual Conference	11/16-18/18	Parkland 22nd Annual Conference Fees	\$175.00	travel	PD course or registration fee
Parkland Annual Conference	11/16-18/18	Parkland 22nd Annual Conference Meals	\$19.85	travel	PD 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 Mileage	\$300.00	travel	BUS mileage
ASBA FGM	11/18-20/18	ASBA FGM Parking	\$94.50	travel	BUS airfare/bus/rail
ASBA FGM	11/18-20/18	ASBA FGM Accommodation	\$446.84	travel	BUS accommodation
ASBA FGM	11/18-20/18	ASBA FGM Meals	\$18.40	travel	BUS food/non alcoholic beverage

Sent to A/P



# 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: November 28 2018

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

Purpose of Trip / Name of Conference: Parkland Institute's 22nd Annual Conference

Departure and Return Date Nov 16 -18 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	175.00			175.00	
<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>					
Nights @ \$ _____ (Single Rate)					
<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)	19.85			19.85	
Other – Provide Details					
<b>TOTAL COST OF TRIP</b>	<b>494.85</b>			<b>194.85</b>	

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 \_\_\_\_\_

EARLS RESTAURANTS

# Earls

316 AMANDA W

Tbl 222/1 Chk 1579 Gst 1  
18Nov'18 01:47PM

1 POP	3.90
1 CHORIZO HASH	15.00
Subtotal	18.90
GST Tax	0.95
02:32PM Total	<b>19.85</b>

-- PLEASE PAY YOUR SERVER --  
COME JOIN US FOR BRUNCH FROM  
11AM TO 2PM ON WEEKENDS!

GST# 101541191 RT0001

## St. Croix, Grace M

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**From:** Hrdlicka, Julie R  
**Sent:** November-14-18 1:25 PM  
**To:** St. Croix, Grace M  
**Subject:** FW: Receipt for invoice: Register, 1 ticket

**From:** Parkland Institute <[parkland@ualberta.ca](mailto:parkland@ualberta.ca)>  
**Sent:** October 29, 2018 3:39 PM  
**To:** Hrdlicka, Julie R <[jrhrdlicka@cbe.ab.ca](mailto:jrhrdlicka@cbe.ab.ca)>  
**Subject:** Receipt for invoice: Register, 1 ticket

Dear Julie,

Thank you for purchasing your ticket(s) to Parkland Institute's 22nd Annual Conference. We look forward to seeing you there! Here is a simple receipt for your records.

Date: Oct 29 2018  
Amount: \$175.00  
Payment type: Credit Card  
Confirmation number:

Conference registration packages and pre-ordered individual tickets can be picked up at the registration table in the ETLC (Engineering Teaching and Learning Complex) building upon arrival at the conference from 6:15 pm - 7:00 pm on Friday, November 16; from 8:30 am - 4:00 pm on Saturday, November 17; and from 8:30 am – noon on Sunday, November 18.

Everything you need to know about the conference can be found on the [conference information page](#).

If you have any questions, feel free to contact us. Our contact information is at the bottom of this email.

If you haven't already, to keep up with the latest news from Parkland Institute, be sure to [like us on Facebook](#), [follow us on Twitter](#), and [subscribe to receive email updates](#).

See you at the conference!

- The Parkland Team

-=-

This email was sent to [jrhrdlicka@cbe.ab.ca](mailto:jrhrdlicka@cbe.ab.ca).  
Parkland Institute · Humanities Centre - University of Alberta, Room 1-12, Edmonton, AB T6G 2E5, Canada  
Parkland Institute phone: (780) 492-8558  
Parkland Institute email: [parkland@ualberta.ca](mailto:parkland@ualberta.ca)  
Parkland Conference contact: [parkconf@ualberta.ca](mailto:parkconf@ualberta.ca)



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: November 28 2018

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

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

Departure and Return Date Nov 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
<b>Travel Costs</b>					
Airfare					
Insurance					
Rail/Bus					
Taxi/Shuttle Bus/Car Rental at Destination					
Personal Vehicle 600 Km @ 50¢/Km (submit via PeopleSoft)	300.00		300.00		
Parking – at Destination	94.50			94.50	
<b>Accommodation</b>					
2 Nights @ \$ 223.42 (Single Rate)	446.84			446.84	
<b>Telecommunication Charges (Internet, Phone calls)</b>					
<b>Meals – Receipts required (Including tips, excluding meals covered by Conference or Others)</b>					
Breakfast(s) (Maximum \$12.00 each)					
Lunch(es) (Maximum \$17.00 each)					
1 Dinner(s) (Maximum \$26.00 each)	18.40			18.40	
<b>Other – Provide Details</b>					
<b>TOTAL COST OF TRIP</b>	<b>1673.49</b>		<b>1113.75</b>	<b>559.74</b>	

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.

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Claimant's Signature

Payment Authorization

## St. Croix, Grace M

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**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](#).

Continuing...



### FGM 2018

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

Name: Julie Hrdlicka  
Registration ID: 111367722

[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.](#)

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Quick, easy and affordable **online event registration and event management software** for all event sizes.



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 Julie Hrdlicka</i>  <i>\$813.75</i>	3,100.00	3,100.00

<b>Sales Tax Summary</b>	
GST@5.0%	CAD 155.00
Total Tax	CAD 155.00

GST/HST No.	106694268	<b>Total</b>	CAD 3,255.00
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**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 # : 4522  
Page # : 1 of 2

Mrs Julie Hrdlicka  
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	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	
11-18-18	Parking - Valet	012615	45.00	
11-18-18	Parking - GST		2.25	
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	
11-19-18	Parking - Valet	012615	45.00	
11-19-18	Parking - GST		2.25	
11-19-18	Visa			541.34

For information or reservations, visit us at  
[www.fairmont.com](http://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](http://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'avalis 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



**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 # : 4522  
Page # : 2 of 2

Mrs Julie Hrdlicka  
1221 8th Street SW  
Calgary AB  
T2R 0L4 Canada

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

Date	Description	Additional Information	Charges	Credits
------	-------------	------------------------	---------	---------

<b>Total</b>			<b>541.34</b>	<b>541.34</b>
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<b>Balance Due</b>			<b>0.00</b>	
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**GST Summary**

Room	20.50
F&B	0.00
Other	4.50
<b>Total</b>	<b>25.00</b>

Thank you for choosing Fairmont Hotels & Resorts.

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

For information or reservations, visit us at [www.fairmont.com](http://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](http://www.fairmont.com) ou téléphoner au Hôtels Fairmont de: États-Unis ou Canada 1 800 441 1414

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

ASBA  
EGM

\*\*\*\*\*  
CHECK # 923439                      DATE 11/19/18  
TABLE # 103                              TIME 7:31PM  
=====

--                      DINING : PARTY 3                      --

SEAT#	ITEMS ORDERED	AMOUNT
2	TEA	3.25
	MIXED GREENS	12.00
	\$avocado	2.25
	SUBTOTAL	17.50
	GST	0.88
		-----
		18.38
	TOTAL	18.38

\*\*\*\*\*

SUBTOTAL	17.50
GST	0.88

-----  
TOTAL DUE                      18.38  
-----

	0.02
ROUNDED TOTAL	18.40

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# 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