

# expense | monthly tracking report

claimant | Davis, Lisa  
position | Trustee  
level | Board of Trustees  
reporting period | March 1 to April 30, 2019  
date of report | June-14-19



**Calgary Board  
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Research ED Conference	02/8-10/2019	Airfare	\$657.56	travel	PD airfare/bus/rail
Research ED Conference	02/8-10/2019	Car Rental	\$48.60	travel	PD airfare/bus/rail
Research ED Conference	02/8-10/2019	Parking	\$15.75	travel	PD airfare/bus/rail
Research ED Conference	02/8-10/2019	Fuel	\$6.37	travel	PD airfare/bus/rail
Research ED Conference	02/8-10/2019	Accommodation	\$148.43	travel	PD accommodation



**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.

Date: May 6 2019

Details of Trip | Please Print

Trustee's Name Lisa Davis, Trustee Wards 6 & 7

Purpose of Trip / Name of Conference: Research ED

Departure and Return Date Feb 8-10 2019 Destination: Vancouver, BC

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>					
<b>Travel Costs</b>					
Airfare	657.56				
Insurance					
Rail/Bus					
Taxi/Shuttle Bus/Car Rental at Destination	48.60				
Personal Vehicle Km @ 50¢/Km (submit via PeopleSoft)					
Parking – at Destination	15.75				
<b>Accommodation</b>					
1 Nights @ \$ <u>148.43</u> (Single Rate)	148.43				
<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	6.37 Fuel				
<b>TOTAL COST OF TRIP</b>	<b>876.71</b>				
<b>AMOUNT DUE TO CLAIMANT / &lt;CBE&gt;</b>				<b>876.71</b>	

**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

# Budget Rent a Car of B.C. Ltd.

Contract No: 2334312

Renter: DAVIS, LISA

\*\*\*\*\* Expire: \*\*\*\*\*

Unit #: 200611  
 Time Out: 08/02/2019 08:51:00 PM  
 Kms Out: 123  
 Time In: 10/02/2019 02:29:22 PM  
 Kms In: 198  
 Location In: B- 01 YVR Airport  
 Kms Driven: 75  
 Est. Fuel Level: FULL  
 Condition: OK

PETRO-CANADA  
 5111 GRT MCCONAGI  
 RICHMOND  
 BC V7B 1K3  
 (604) 231-8748

Charges:	Unit	Charges
Item Qty Price		
Vehicle Rental 2 30.00		60.00
VLF/AC Recovery Fee 2 0.85		1.70
Customer Facility Charge 2 5.75		11.50
Location Recovery Fee 1 10.80		10.80
<b>Total:</b>		<b>84.00</b>

GST/HST	4.36
PST	5.89
PVRT	3.00
<b>Total:</b>	<b>13.25</b>

**Payments & Refunds:**

**Amount Owing:**

Net Charges & Taxes	97.25
Less Net Payment & Refunds	0.00
Less Prepayment	0.00
Less Amount Billed	0.00
Non Refundable Balance	0.00
Amount Owing	97.25

*50%  
or 48.60*

The outstanding balance will be collected against the credit card or the direct bill company used to authorize the rental.

All amounts in Canadian funds.  
 Express Recpt Copy: 2 10/02/2019 02:29:22 PM

This is an Express Receipt. Refer to the original contract for complete terms of the agreement. Contract subject to final audit.

GST 0897092912  
 PST 1007-5133  
 PC0010073:6812601  
 TERMINAL: 016812652  
 PAYPOINT: 016812601  
 2019-02-10 14:24

PUMP 02  
 REGULAR  
 LITRES L 10.050  
 PRICE/L \$ 1.299  
 FUEL SALES \$ 13.05\*  
 CARD SAVINGS  
 @ 3.0 CPL \$ -0.30

TOTAL OWED \$ 12.75  
 TOTAL PAID  
 CREDIT CARD \$ ~~12.75~~  
 50% = 6.37  
 \* GST INCL. \$ 0.61

MASTERCARD  
 \*\*\*\*\* T  
 INVOICE 003928  
 AUTH 034885  
 PURCHASE  
 T 0010010010 00 027  
 APPROVED  
 THANK YOU

-- IMPORTANT --  
 RETAIN THIS COPY  
 FOR YOUR RECORDS  
 -- CUSTOMER'S COPY --

\*\*\*\*\*  
 PETRO-POINTS  
 BALANCE BEFORE  
 PURCHASE  
 \*\*\*\*\*

\*\*\* BONUS POINTS \*\*\*  
 IF APPLICABLE, WILL  
 BE UPDATED LATER



## eTicket Receipt

Prepared For  
DAVIS/LISA MS

RESERVATION CODE	
ISSUE DATE	03Feb19
TICKET NUMBER	8382145166143
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/SDX
FREQUENT FLYER NUMBER	

## Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
08Feb19	WESTJET WS 137	CALGARY INTL AB, CANADA  Time 19:30	VANCOUVER BC, CANADA  Time 20:03 Terminal MAIN TERMINAL	Seat Number 05D - (CONFIRMED) Baggage Allowance NIL Booking Status OK TO FLY Fare Basis QA3D0ELS Not Valid Before 08FEB19 Not Valid After 08FEB19
10Feb19	WESTJET WS 132	VANCOUVER BC, CANADA  Time 17:00 Terminal MAIN TERMINAL	CALGARY INTL AB, CANADA  Time 19:23	Seat Number 07D - (CONFIRMED) Baggage Allowance NIL Booking Status OK TO FLY Fare Basis NA7D0ELS Not Valid Before 10FEB19 Not Valid After 10FEB19

## Allowances

### Baggage Allowance

YYC to YVR - 0 Pieces WESTJET

Prices of additional baggage pieces:

1. 30.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters
2. 50.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

YVR to YYC - 0 Pieces WESTJET

Prices of additional baggage pieces:

1. 30.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters
2. 50.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

ADDITIONAL ALLOWANCES AND/OR DISCOUNTS MAY APPLY DEPENDING ON FLYER-SPECIFIC FACTORS  
/E.G. FREQUENT FLYER STATUS/MILITARY/ CREDIT CARD FORM OF PAYMENT/EARLY PURCHASE OVER  
INTERNET,ETC

Carry On Allowances

YYC to YVR , YVR to YYC - 1 Piece (WS - WESTJET)

Carry On Charges

YYC to YVR , YVR to YYC - (WS - WESTJET) - Carry-on fees unknown - contact carrier

## Payment/Fare Details

Form of Payment	CREDIT CARD - MASTERCARD : XXXXXXXXXXXXX
Fare Calculation Line	YYC WS YVR256.00WS YYC228.00CAD484.00END
Fare	CAD 484.00
Taxes/Fees/Carrier-Imposed Charges	CAD 24.00 YQI (OTHER AIR TRANSPORTATION CHARGES)
	CAD 26.11 XG8 (GOODS AND SERVICES TAX (GST))
	CAD 14.25 CA4 (AIR TRAVELLERS SECURITY CHARGE)
	CAD 50.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))
	CAD 2.50 XG9 (GOODS AND SERVICES TAX (GST))
Total Fare	CAD 600.86
Other Charges	
SEAT ASSIGNMENT # 8381503045970 (YYC-YVR / QTY 1, YVR-YYC / QTY 1)	CAD 54.00
Taxes	CAD 2.70
Form of Payment	CREDIT CARD - MASTERCARD : XXXXXXXXXXXXX
Total	CAD 56.70
Total Fare and Other Charges	CAD 657.56

Positive identification required for airport check in

Notice:

QST # 1202807956TQ0001 GST # 866112535

**Data Protection Notice:** Your personal data will be processed in accordance with the applicable carrier's privacy policy and, if your booking is made via a reservation system provider ("GDS"), with its privacy policy. These are available at <http://www.iatatravelcenter.com/privacy> or from the carrier or GDS directly. You should read this documentation, which applies to your booking and specifies, for example, how your personal data is



**LONSDALE QUAY HOTEL**  
123 CARRIE CATES COURT  
NORTH VANCOUVER, BC V7M 3K7  
TEL: 604-986-6111  
FAX: 604-986-8782  
TOLL-FREE: 1-800-836-6111  
WWW.LONSDALEQUAYHOTEL.COM

Ms. Lisa Davis

Calgary, AB                      Canada

Invoice #  
Room #: 407  
Arrival Date: 02/08/2019  
Departure Date: 02/09/2019  
GST Number: 122176894

DATE	DESCRIPTION	REFERENCE	CHARGE	CREDIT	TOTAL
01/26/2019	Visa	Room/Taxes *3198		-164.18	-164.18
02/08/2019	Parking	125430 - 1 night	15.00		-149.18
02/08/2019	GST		0.75		-148.43
02/08/2019	Room Charge		137.50		-10.93
02/08/2019	Room Tax		14.30		3.37
02/08/2019	GST		6.88		10.25
02/08/2019	Facilities Fee		5.50		15.75
<b>Tax Summary</b>				<b>Total</b>	<b>15.75</b>
Room Tax	GST	Facilities Fee			
14.30	7.63	5.50			

SIGNATURE: X \_\_\_\_\_