

# expense | monthly tracking report

claimant | Adams, Althea

position | Trustee

level | Board of Trustees

reporting period | November 1 to December 31, 2019

date of report | February 14, 2020



**Calgary Board  
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
ASBA FGM	11/17-19/2019	Registration Fee	\$393.75	travel	conferences & workshops
ASBA FGM	11/17-19/2019	Mileage	\$300.00	travel	BUS mileage
ASBA FGM	11/17-19/2019	Parking	\$94.50	travel	BUS airfare/bus/rail
ASBA FGM	11/17-19/2019	Accommodation	\$370.50	travel	BUS accommodation
ASBA FGM	11/17-19/2019	Meal	\$5.86	travel	BUS food/non alcoholic beverage
ASBA FGM	11/17-19/2019	Meal	\$17.00	travel	BUS food/non alcoholic beverage
ASBA FGM	11/17-19/2019	Meal	\$45.88	travel	BUS food/non alcoholic beverage



**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 21 2019

Trustee's Name Althea Adams, Vice-Chair & Trustee Wards 3 & 4

Purpose of Trip / Name of Conference: ASBA FGM 2019

Departure and Return Date Nov 17-19 2019

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
<b>Registration/Conference Fees</b>	393.75		393.75		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	Sent to HR	
Parking – at Destination	94.50		94.50		
<b>Accommodation</b>					
2 Nights @ \$ <u>185.25</u> (Single Rate)	370.50		370.50		
<b>Telecommunication Charges</b> (Internet, Phone calls)					
<b>Meals – Receipts required</b> (Including tips, excluding meals covered by Conference or Others)					
1 Breakfast(s) (Maximum \$12.00 each)	5.86			5.86	
1 Lunch(es) (Maximum \$17.00 each)	17.00		29.78	<12.78>	
2 Dinner(s) (Maximum \$26.00 each)	45.88			45.88	
<b>Other – Provide Details</b>					
<b>TOTAL COST OF TRIP</b>	1227.49		1188.53		
<b>AMOUNT DUE TO CLAIMANT / &lt;CBE&gt;</b>				38.96	
<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.

\_\_\_\_\_  
Claimant's Signature

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

Alberta School Boards Association  
 2019 ASBA Fall General Meeting  
 Nov 17-19, 2019

School Board	Vendor Code	First Name	Last Name	Job Title	RegId	RegTypeDescription	Reg fee	GST	Total Invoice
Calgary Board of Education	cal02	Althea	Adams	Vice-Chair		Member	\$375.00	\$18.75	\$393.75
Calgary Board of Education	cal02	Lisa	Davis	Trustee		Member	\$375.00	\$18.75	\$393.75
Calgary Board of Education	cal02	Marilyn	Dennis	Chair		Member	\$375.00	\$18.75	\$393.75
Calgary Board of Education	cal02	Richard	Hehr	Trustee		Member	\$375.00	\$18.75	\$393.75
Calgary Board of Education	cal02	Julie	Hrdlicka	Trustee		Member	\$375.00	\$18.75	\$393.75
Calgary Board of Education	cal02	Trina	Hurdman	Trustee		Member	\$375.00	\$18.75	\$393.75
<b>Calgary Board of Education Total</b>							<b>\$2,250.00</b>	<b>\$112.50</b>	<b>\$2,362.50</b>



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



Althea Adams

Page Number : 1 Invoice Nbr  
 Guest Number : 1298876  
 Folio ID : A  
 Arrive Date : 17-NOV-19 12:13  
 Depart Date : 19-NOV-19 12:56  
 No. Of Guest : 1  
 Room Number :  
 Marriott Bonvoy Number :

Copy Tax Invoice

Tax ID : 815461330RT0001

The Westin Edm YEGWI NOV-21-2019 08:55 RNEWM602

Date	Reference	Description	Charges (CAD)	Credits (CAD)
17-NOV-19	4593	Share Lounge	29.78	
17-NOV-19	RT1507	Room Chrg - Govt./Military	165.00	
17-NOV-19	RT1507	GST	8.50	
17-NOV-19	RT1507	DMF	4.95	
17-NOV-19	RT1507	Tour Levy	6.80	
17-NOV-19	RT1507	Parking Valet	45.00	
17-NOV-19	RT1507	GST	2.25	
18-NOV-19	RT1507	Room Chrg - Govt./Military	165.00	
18-NOV-19	RT1507	GST	8.50	
18-NOV-19	RT1507	DMF	4.95	
18-NOV-19	RT1507	Tour Levy	6.80	
18-NOV-19	RT1507	Parking Valet	45.00	
18-NOV-19	RT1507	GST	2.25	
19-NOV-19	MC	Mastercarc		-494.78
** Total			494.78	-494.78
*** Balance			0.00	

PACK LIGHT, STAY FIT - With the Westin Gear Lending program, New Balance(TM) workout gear is conveniently delivered to your room so you can keep moving. Experience it during your next stay. Learn more at [westin.com/newbalance](http://westin.com/newbalance)

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

Continued on the next page

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



Althea Adams

Page Number : 2 Invoice Nbr  
 Guest Number : 1298876  
 Folio ID : A  
 Arrive Date : 17-NOV-19 12:13  
 Depart Date : 19-NOV-19 12:56  
 No. Of Guest : 1  
 Room Number :  
 Marriott Bonvoy Number :

EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room	GST	Tour Levy	Food/Bev	Phone	Other	Total	Payment
11-17-2019	0.00	0.00	0.00	0.00	0.00	262.28	262.28	0.00
11-18-2019	0.00	0.00	0.00	0.00	0.00	232.50	232.50	0.00
11-19-2019	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-494.78
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>494.78</b>	<b>494.78</b>	<b>-494.78</b>

Bring the Westin experience home. Shop WestinStore.com.

*Althea*

Lobby Lounge  
Westin Edmonton  
10135 100 St NW  
Edmonton, AB T5J 0N7  
(780) 426-3636  
GST#861336493RT0005

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

\*\*\*\*\*  
CHECK # 1072751      DATE 11/17/19  
TABLE # 102      TIME 4:13P  
\*\*\*\*\*

\*\* TRANSACTION RECORD \*\*  
Tran. #: 176  
Check #: 1072751  
Employee #: 1097  
Employee: ANNA S

SEAT#	ITEMS ORDERED	AMOUNT
1	SHOCK TOP	8.00
	CUP HOUSE SOUP	8.00
	FISH TACO, 1.50	6.00
	\$avocado, 0.50	1.16
	SUBTOTAL	23.16
	GST	1.16
	TOTAL	24.29

Type: Purchase  
Acct: Flash Default  
Card: Interac  
Card #: xxxxxxxxxxxx

Amount \$24.29  
Tip \$4.00  
=====

Reference #:  
85076032 0011030040 H  
Auth. #: 574485  
CBMECS15/WCBMECD15 001  
11/17/2019 4:15:44 PM

Interac  
A0000002771010  
8000008800

*#300 Beer*

No *3.00*  
*6.00*  
*1.13*  

---

*15.13*  
*.75 GST*  

---

*15.88*  
*4.00 TIP*  

---

*19.88*

SUBTOTAL	23.13
GST	1.16
TOTAL DUE	24.29
ROUNDED TOTAL	24.30

*Thank you!*

www.CRAFTBeerMarket.ca  
780.424.BEER

GST# 843991241 RT0001

# OF GUESTS 1

10790030 Megan 1  
HK 4593 TBL 11/1  
17 Nov'19 12:33 PM

Share Salad 16.00  
Add Rotisserie Chicken 5.00  
Cranberry Soda 4.50  
Subtotal \$25.50  
GST \$1.28  
Total Due \$26.78

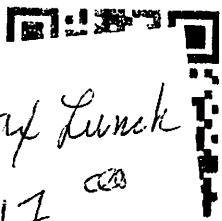
GRATUITY: 3.00

TOTAL: 29.78

ROOM #: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

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



*Mary Lunch*  
*#17.00*

*Owes CBE*

*12.78*

*Pd Prom*  
*Reimbursement*

THE SHERLOCK HOLMES PUB  
10012 101A AVE NW  
EDMONTON AB

The Sherlock Holme's Pub  
10012 Avenue NW #101A  
**Sherlock Holmes Pub**  
Downtown

Edmonton, AB  
Phone: 780 426 7784  
Fax: 780 421 8072  
GST#R100313519  
Table #50-3

Trans #: 661874 Serv: CHRISTINE A.  
11/18/2019 6:33 PM # Cust: 1

Quan	Descript	Cost
1	POP	\$3.25
1	STEAK SANDWICH	\$20.00
1	->BROCCOLINI	\$3.00
Net Total:		\$26.25
GST		\$1.31

**TOTAL: \$27.56**  
**Amount Due: \$27.56**

Food: \$23.00

Beverage: \$3.25

Visit us at [sherlockshospitality.com](http://sherlockshospitality.com)  
Follow us on Twitter @sherlocksdowntown  
Please don't drink and drive

CARD \*\*\*\*\*4686  
CARD TYPE INTERAC  
ACCOUNT TYPE FLASH DEFAULT  
DATE 2019/11/18  
TIME 8615 18:37:56  
RECEIPT NUMBER  
H85045146-001-086-016-0  
-----  
PURCHASE  
AMOUNT \$27.56  
TIP \$4.13  
TOTAL  
**\$31.69**

In  
A0 Max  
E9 Dinner  
80 \$26.<sup>00</sup>

A  
AU 001  
TH

CARDHOLDER COPY

**Tim Hortons**

Tim Hortons # 102164  
4015 Centre Street North, Calgary AB, T2E 2Y6  
(403) 230-8999

Drive-Thru  
Order #: 194

1	Onellette Bites	\$3.29
1	Spinach & Egg White	
1	Spinach & Egg White	
1	Bgl - Sesame	\$1.49
1	Toasted	
1	Plain Crm Chs	\$0.80
1	LG Original Blend	\$1.92
1	Cream	
1	Cream	
1	Free Reward	(\$1.92)

Subtotal: \$5.58  
GST: \$0.28  
Total Tax: \$0.28  
**Grand Total: \$5.96**  
Debit Card: \$5.86  
Change Due: \$0.00  
Cashier: SHIF 1

GST/HST#: 853461481  
11-17-2010 00-23-37 0M