expense | monthly tracking report

claimant | Hehr, Richard

position | Trustee

level | Board of Trustees

reporting period | November 1 to December 31, 2019

date of report | February 14, 2020



Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
ASBA FGM & TEBA Meeting	11/17-20/2019	ASBA Registration Fee	\$393.75	travel	conferences & workshops
ASBA FGM & TEBA Meeting	11/17-20/2019	Mileage	\$300.00	travel	BUS mileage
ASBA FGM & TEBA Meeting	11/17-20/2019	Parking	\$118.65	travel	BUS airfare/bus/rail
ASBA FGM & TEBA Meeting	11/17-20/2019	Accommodation	\$555.75	travel	BUS accommodation
ASBA FGM & TEBA Meeting	11/17-20/2019	Meal	\$26.00	travel	BUS food/non alcoholic beverage



Calgary Board | Trustee Professional Development and of Education | 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.

Trustee's Name Richard Hehr, Tru Purpose of Trip / Name of Conference	ce: ASBA FO	GM & TEBA	Meeting		
Departure and Return Date Novemb	per 17-20 20	019	_Destination:_ Edmo	onton	
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	393.75		393.75		Invoiced
ravel Costs		[
Airfare					
Insurance					
Rail/Bus	To the Bearing of the Supplied Street	(
Taxi/Shuttle Bus/Car Rental at Destination	ng ang ang ang ang ang ang ang ang ang a				
Personal Vehicle 600 Km @ 50¢/Km (submit via PeopleSoft)	300.00		300.00	Sent to HR	
Parking - at Destination	118.65		118.65	,	
Accommodation Nights @ \$ 185.25 (Single Rate)	555.75		555.75		 - -
Telecommunication Charges (Internet, Phone calls)					
Meals – Receipts required		alia i an amang mang managan da sa			
(Including tips, excluding meals covered by Conference or Others)				The second control of	
Breakfast(s) (Maximum \$12.00 each)			. (
Lunch(es) (Maximum \$17.00 each)	an a mar ann ann an ann ann ann ann an ann an an	:			
1 Dinner(s) (Maximum \$26.00 each)	26.00		40.70	<14.70>	1
Other – Provide Details					
TOTAL COST OF TRIP	1394.15		1408.85		
AMOUNT DUE TO CLAIMANT / <cbe< td=""><td>•</td><td></td><td></td><td><14.70></td><td>. 4 1</td></cbe<>	•			<14.70>	. 4 1

items claimed for all Out of Pocket Expenses.

resonal Information is collected under the authority of Alberta's Freedom of Information is collected for the purpose of expense reporting and reimbursement and materia Government policies and legislation, or a FOIP request. I have reviewed the lacted. I certify that the above claim is correct.	v ne disclosed to the bubble as rebuilted by up	e CDE 2 bolicies and bigggood
Claimant's Signature	Payment Autnonzation	

Alberta School Boards Association 2019 ASBA Fall General Meeting

Nov 17-19, 2019

				Nov 17-19	, 2019	water the second section of the second			en en en esta	
chool Board	Vendor Code	First Name	Last Name	Job Title		Regld	RegTypeDescription	Reg fee	75 J. T.	Total Invoice
		Althea	Adams	Vice-Chair			Member	\$375.00	\$18.75	\$393.75
algary Board of Education	cal02	Aithea					Member	\$375.00	\$18.75	\$393.75
algary Board of Education	cal02	Lisa	Davis	Trustee				\$375.00	\$18.75	\$393.75
algary Board of Education	cal02	Marilyn	Dennis	Chair			Member			\$393.7
AND ADDRESS OF THE PARTY OF THE	cal02	Richard	Hehr	Trustee			Member	\$375.00	\$18.75	
algary Board of Education			Hrdlicka	Trustee			Member	\$375.00	\$18.75	\$393.7
algary Board of Education	cal02	Julie	Hrdiicka				Member	\$375.00	\$18.75	\$393.7
Calgary Board of Education	cal02	Trina	Hurdman	Trustee				\$2,250.00	\$112.50	\$2,362.5
Calgary Board of Education Total								77.23		



Kilometre Travel Log

Direction

ns: Complete this form to track kilometres travelled. To receive payment, please enter the total weekly kilometres into your timesheet in PeopleSoft, then submit a hardcopy of the Kilometre Travel Log form to your Manager or Principal. You may wish to retain a copy for your own records

Section 1: Y Employee ID	our Employee Information To be com		e:* Hehr	, Trustee Wards 8	3 & 9	
Section 2: T distance of ea	rip Details: To be completed by Employ ch trip on a separate row.	yee Record the date, purp	ose, begin	ning and ending loca		
Date DD-MM-YY	Purpose for Trip	Trip Starts From	Trip	Ends At	Distance in km	
17/11/19	ASBA FGM & TEBA Meeting	Calgary	Edi	monton	300	
20/11/19	3000 B	Edmonton	Cal	gary	300	
	1.00 50 2.00 50 2.00 50				Sea of 1	
is the						
		A 17				
92: 1 as		N				
170					13 2 8 24 "	
					-	
170						
		-				
	ekly km must be entered into the timesh			al Kilometres	600	
Section 3: and send to:	To be completed by Employee and App cbeincoming@westcanadian.com	prover The approver must o	create a PD		eted Travel Log	
Employee Signature:*		Time Approver Na	ame:*	Trish Minor	_	
Employee Phone:*	403-817-7932	Time Approver Si	gnature:*		8	
Date DD-MM		Date DD-MM-YY:*	6/12/19			
management of	ation is collected under the authority of Alberta's <i>Freedoi</i> personnel and for the delivery of various Human Resour sions of FOIP. If you have any questions about the FOIP if the information, please contact the Employee Contact	Act, please access http://www.cbe	or Education	. It will be treated in accord	Janice with the privacy	

Kilometre Travel Log Revision Date: 2013/03/14

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

HOTELS & RESORTS

Richard Hehr

Page Number

1298860

Invoice Nbr

Guest Number Folio ID

17-NOV-19

12:20

Arrive Date Depart Date

20-NOV-19

12:01

No. Of Guest

Room Number

Marriott Bonvoy Number:

Information Invoice

815461330RT0001 Tax ID:

The Westin E	dm YEGWI NO	V-20-2019 04:00 9999	Ein Burggery Forffall Hels kreige mill. Million in 1922 22.2	
Date	Reference	V-20-2019 04:00 9999 Description	Charges (CAD)	
17-NOV-19	RT908	Room Chrg - Govt./Military	165.00	
17-NOV-19	RT908	GST	8.50	
17-NOV-19	RT908	DMF	4.95	
17-NOV-19	RT908	Tour Levy	6.80	
17-NOV-19	RT908	Parking Self	34.00	
17-NOV-19	RT908	GST	1.70	
18-NOV-19	4666	Share Lounge	40.70	
18-NOV-19	RT908	Room Chrg - Govt./Military	165.00	
18-NOV-19	RT908	GST	8.50	
18-NOV-19	RT908	DMF	4.95	
18-NOV-19	RT908	Tour Levy	6.80	
18-NOV-19	RT908	Parking Self	34.00	
18-NOV-19	RT908	GST	1.70	
19-NOV-19	RT908	Room Chrg - Govt./Military	165.00	
19-NOV-19	RT908	GST	8.50	
19-NOV-19	RT908	DMF	4.95	
19-NOV-19	RT908	Tour Levy	6.80	
19-NOV-19	RT908	Parking Valet	45.00	
19-NOV-19	RT908	GST	2.25	
NOV-20-201	9 MC	Mastercard		-715.10
				745.40
		** Total	715.10	
		*** Balance	-0.00)

The Westin Edmonton 10135 100 St Edmonton, AB T5J 0N7 Canada

Tel: 780-426-3636 Fax: 780-428-1454

HOTELS & RESORTS

Richard Hehr

Page Number **Guest Number**

1298860

Invoice Nbr

Folio ID

17-NOV-19

12:20

Arrive Date Depart Date

20-NOV-19

12:01

No. Of Guest

Room Number

Marriott Bonvoy Number:

For your convenience, we have prepared this zero-balance folio indicating a \$0 balance on your account. Please be advised that any charges not reflected on this folio will be charged to the credit card on file with the hotel. While this folio reflects a \$0 balance, your credit card may not be charged until after your departure. You are ultimately responsible for paying all of your folio charges in full.

FIND CLARITY, BOOST HAPPINESS - Like a gym membership for your mind, Headspace gives you simple tools to feel happier, work smarter and sleep better. Get some Headspace at westin.com/headspace

Tell us about your stay. www.westin.com/reviews

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	220.95	220.95	0.00
11-18-2019	0.00	0.00	0.00	0.00	0.00	261.65	261.65	0.00
11-19-2019	0.00	0.00	0.00	0.00	0.00	232.50	232.50	0.00
	***************************************				***************************************			***************************************
Total	0.00	0.00	0.00	0.00	0.00	715.10	715.10	0.00

Bring the Westin experience home. Shop WestinStore.com.

Mon,	Nov 18 2019		06:26 PM
Time 0:1			Guests:
1	Risotto	22.00	
1	Club Soda	3.00	
1	Ice Cream	9.00	Med to a Ding Richard Ton Service Your Service Your
1	*Special Prep	0	CBE in
0	maple walnut	0	Richard lange
1	Roomposting	40.70	rest la
0	0	0	119.
1	Charged Tip Only	5.00	Pd
0	HEHR, RICHARD	40.70	chy
0	0	0	7
0		0	
0	VAT Included:	0	
0	GST	0.08	
0	Net: GST	1.62	
0	Tax Total	0.08	
0	Sales Net VAT	1.62	

Subtotal		34.00
Tax		1.70
Service Char	ge	5.00
TOTAL		40.70
Employee KEVIN CLAR I	v.	