

expense | monthly tracking report

claimant | Cooper, Lori
position | Education Director
level | Director
reporting period | January 1 to February 28, 2020
date of report | April 9, 2020



**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
CASS New Members Conference, Edmonton, AB 01/10/2020	01/09/2020	Return Red Arrow Bus - Calgary-Edmonton for Jan 10, 2020 meeting	\$152.00	travel	BUS airfare/bus/rail
CASS New Members Conference, Edmonton, AB 01/10/2020	01/09/2020	Accommodations at Matrix Edmonton Hotel for Jan 10, 2020 meeting	\$155.68	travel	BUS accommodation
CASS New Members Conference, Edmonton, AB 01/10/2020	01/09/2020	Per Diem Meal for Jan 10, 2020 meeting in Edmonton	\$52.00	travel	PD food/non alcoholic beverage

Li-Ng, Miranda

From: guestservices@matrixedmonton.com
Sent: January 6, 2020 9:45 AM
To: Li-Ng, Miranda
Subject: Matrix Hotel Edmonton Confirmation Letter

Group Reservation - Confirmation Email

Confirmation Number: :

Welcome

Dear Lori Cooper :

Thank you for choosing the Matrix Hotel for your upcoming visit to Edmonton.

Please review your reservation information carefully and contact us if we can be of further assistance.

We look forward to welcoming you and wish you a most enjoyable stay.

Sincerely,

Josh Solomon, General Manager
780-429-2861
jsolomon@matrixedmonton.com
www.matrixedmonton.com

Guest Info

Lori Cooper
Shared With:
Email: miling@cbe.ab.ca
Phone: 403-777-8750
CASS College of AB School Superintendant
3445 37th St SW
Calgary Board of education Area 7 office
CALGARY, Alberta T3E 3C2
CANADA

Credit Card Info

Card Type: MASTERCARD
Card Number: *****
Expiration Date: xx/xx
Card Holder:

Reservation Info

Confirmation Number: :
Book Date: January 6, 2020
Number of Rooms: 1
Number of Adults: 1
Number of Children: 0
Number of Infants: 0
Check In: January 9, 2020
Check Out: January 10, 2020
Total Stay: 1 - Night

Charge

CAD 139.00

Room Type: Deluxe King
Chic and modern, the Deluxe room features one king size bed with pillow top mattress and crisp, white triple sheeting, wall to wall windows, and granite work desk and task chair.

Daily Rate:

- 01/09/2020 ----- CAD 139.00

Group: CASS Board of Directors Jan 2020 Meeting

CASS College of AB School Superintendent

Group Attendee Code: 2001CASSCO
Number of Attendees: 0

Company:
CASS College of AB School Superintendent
Suite 1200, 9925 109 Street
Edmonton, AB T5K 2J8
Phone:
Fax:

Coordinator:
CASS College of AB School Superintendent CASS College of AB School Superintendent
Email:
Phone:
Fax:

Modifications allowed only before cut off date

Enhancements:
N/A

CAD 0.00
Tax CAD 16.68
Total Charge CAD 155.68

Service Requests

N/A

Comments or Special Request

Is the reservation at least 7 days outside of the cancellation policy and have you asked for the sale at least once? If yes, offer a 48 hour courtesy hold! Blackout Dates/times: Guest will be paying with his own credit card upon arrival.

Hotel Info

Hotel Description

Matrix Hotel

Rating:4.5 - Star
10640 100 Avenue NW
Edmonton,Alberta T5J 3N8
Canada
Phone: 1-780-429-2861
Fax: 1-780-426-7225

Checkin Time: 3 PM
Checkout Time: 12 Noon

- The hotel is centrally located downtown between the business and government districts for the convenience of the corporate traveler.
 - Edmonton river valley is a short stroll away as are the many shops, restaurants, cafés, arts and theatre venues.
 - The modern décor blends clean minimalist lines with sleek and textural natural stone and wood for a stunning and soothing atmosphere.
 - Interesting paintings punctuate warm hues of silver, pewter and platinum throughout the hotel's public spaces.
 - The Matrix Team is empowered to do what it takes to ensure every guest's experience is exceptional.
 - Sincere, unscripted and genuine service is our trademark.
 - Matrix Hotel offers an unparalleled downtown Edmonton hotel experience.
- Airport Direction

- YEG Edmonton Intl Airport, AB 30.0 Kilometers South

`Ref:505263917/1157880121`

Li-Ng, Miranda

From: Red Arrow Reservations <itinerary@redarrow.ca>
Sent: January 6, 2020 9:56 AM
To: Li-Ng, Miranda
Subject: Red Arrow Itinerary/Receipt



ITINERARY/RECEIPT

2020-01-06

You can reach us at:

Website User

Corporate Sales

ORDER#	ORDERED	CUSTOMER#	P.O.	GROUP NAME	DEPARTING	RETURNING	SALES REP	SALES AGENT
2072117	2020-01-06	139230			2020-01-09	2020-01-10	-	Website User

Travellers:

Cooper/Lori,

PRODUCT DESCRIPTION	DURATION	OCCUPANCY	QTY	PRICE/UNIT	BILLED
CEEXP 17:00. Assigned to: 03B, Departs Calgary (CALTO / CTO 205 9 Ave SE) at 17:00 on 2020-01-09. Arrives Edmonton (EDMTO / ETO 10014 104 St) at 20:20 on 2020-01-09. (3 hrs 20 mins)	3 hrs 20 mins	Adult		\$ 72.38	
ECEXP 16:30. Assigned to: 08B, Departs Edmonton (EDMTO / ETO 10014 104 St) at 16:30 on 2020-01-10. Arrives Calgary (CALTO / CTO 205 9 Ave SE) at 19:50 on 2020-01-10. (3 hrs 20 mins)	3 hrs 20 mins	Adult		\$ 72.38	\$

Base Price: \$ 289.52
Discounts: \$ 0.00
Service Charges: \$ 0.00
GST: \$ 14.48
Invoice Total: \$ 304.00
Payments Received: \$ 304.00
Balance Due: \$ 0.00

Payments Received

DATE	GUEST	REFERENCE	AMOUNT
2020-01-06	Miranda Li-Ng	MasterCard *****	

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

PAYMENT TERMS: DUE UPON RECEIPT. Corporate Billing Accounts: Payment due 30 days after completion of trip. GST# BN139981476

LUGGAGE ALLOWANCE: Please note that the luggage allowance per person included in your fare is 4 pieces including carry-on bags and luggage stowed underneath the coach. Carry-on items include purses, backpacks, and laptop bags. Additional luggage is \$10 per piece up to a maximum of 6 pieces total. Red Arrow will not be responsible for the loss of or damage to checked or carry-on luggage in excess of stated maximum liability. For the full policy, please visit www.redarrow.ca or view the policy posted on our information boards at our Ticket Offices**

CHANGE AND CANCELLATION POLICY: If you wish to change time, change date, or cancel for a full refund – you must provide us with the following notice: 30 minutes notice prior to A.M departures; 3 hours notice prior to P.M. departures. All Camrose Departures require 30 minutes notice. From December 13 - January 3, we require 24 hours notice to cancel or make any changes to a reservation. Failure to provide proper notice makes the trip non-refundable & will result in an additional change fee. **If you wish to change or cancel your booking, please contact a Passenger Experience Representative at 1-800-232-1958.**

NO SHOWS: EFFECTIVE NOVEMBER 1, 2019: Not showing up for your departure or failure to arrive on time will result in the forfeit of full fare.

HOLIDAY BLACKOUT PERIOD: Please note that from December 13, 2019 - January 3, 2020, we require 24 hours notice for all changes and cancellations. Additionally, Frequent Traveller Points may not be redeemed during the Holiday Blackout Period.

IDENTIFICATION: Red Arrow reserves the right to check I.D. or perform carry-on baggage checks at any time. If you do not have government issued picture ID, you could be denied boarding.

ZERO TOLERANCE DRUG AND ALCOHOL POLICY: For the comfort, safety, and positive experience for all passengers, we're pleased to have a Zero Tolerance policy when it comes to intoxication, so rest assured that any signs of intoxicated passengers will be handled appropriately and refused service.

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



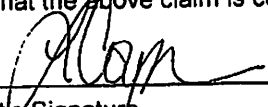
Must be completed upon return from every business trip for reporting purposes and any out of pocket expenditures.

Return completed form to Service Delivery, Education Centre

Details of Trip | Please Print Date: January 20, 2020
 Employee's Name Lori Cooper Vendor #: _____
 School / Department to mail cheque to Area 7 (3445-37 Street SW Calgary T3E 3C2)
 Purpose of Trip / Name of Conference New Members Academy - CASS
 Departure and Return Dates January 9-10, 2020 Destination: Edmonton

Description of Expenses (Please attach receipts)	Total Cost (Canadian Dollars)	Exchange Rate (for information purposes)	Amount Paid by CBE Invoice/P-Card/ Amex/ 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 (including trip cancellation insurance)					
▪ Rail/Bus	152.00		152.00		5401-PDAIR
▪ Taxi/Shuttle Bus/Car Rental in Calgary					
▪ Taxi/Shuttle Bus/Car Rental at Destination					
▪ Personal Vehicle _____ km @ 50¢/km (submit on Km Payment Form to Payroll)					Send original to Payroll for payment
Accommodations at Single Rate					
\$ <u>156.06</u> @ <u>1</u> Nights	156.06		156.06		5401-PDACC
Meals (including tips) (excluding meals covered by Conference or Others)					
▪ Breakfast _____ @ \$12.00					
▪ Lunch _____ @ \$17.00					
▪ Dinner <u>2</u> @ \$26.00	52.00			52.00	5401-PDACC
▪ Or Actual Expense					
Telecommunication Charges (Internet, phone calls)					
Parking – in Calgary					
Parking – at Destination					
Other – Provide Details					
TOTAL COST OF TRIP	360.06				
CASH ADVANCE IF ANY-Ref # _____					
AMOUNT DUE TO (OWING BY) CLAIMANT				52.00	
GST Breakout Area					

I certify that the above claim is correct:



 Claimant's Signature

 Approved by Superordinate

NOTE | Copies of amounts paid through the P-Card, Amex Card, Invoices and Mileage Claim Forms must also be attached to this claim, in addition to items claimed for all Out of Pocket Expenses.