

# expense | monthly tracking report

claimant | Dennis, Marilyn

position | Trustee

level | Board of Trustees

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
ASBA SGM - Accommodation	01/22/20	Deposit required to secure reservation	\$176.78	travel	BUS accommodation
ASBA Updates & Advocacy	01/23/20	Accommodation	\$117.89	travel	BUS accommodation
ASBA Updates & Advocacy	01/23/20	Meal	\$23.10	travel	BUS food/non alcoholic beverage
ASBA Updates & Advocacy	01/23/20	Meal	\$3.77	travel	BUS food/non alcoholic beverage
AB Education Post-Budget Mtg	02/28/20	Airfare	\$297.28	travel	BUS airfare/bus/rail
AB Education Post-Budget Mtg	02/28/20	Taxi	\$60.50	travel	BUS airfare/bus/rail
AB Education Post-Budget Mtg	02/28/20	Accommodation	\$115.15	travel	BUS accommodation

# CAMBRIDGE

HOTEL & CONFERENCE CENTRE  
\* red deer

Marilyn Dennis  
1221 8Th St. Sw  
Calgary, AB T2R0L4  
Canada

Date: 02-13-20  
Time: 12:52  
Room  
Confirmation  
No.:  
Receipt No.: 17784

## ADVANCE DEPOSIT

Date	Description	Exp Date	Amount						
01-22-20	MasterCard XXXXXXXXXXXX9531	XX/XX	176.78 CAD						
	<table style="width: 100%; border: none;"> <tr> <td style="width: 25%;"><b>Arrival</b></td> <td style="width: 25%;"><b>Departure</b></td> <td style="width: 50%;"><b>Group ID /Room Type</b></td> </tr> <tr> <td>05-31-20</td> <td>06-02-20</td> <td>46989</td> </tr> </table>	<b>Arrival</b>	<b>Departure</b>	<b>Group ID /Room Type</b>	05-31-20	06-02-20	46989		
<b>Arrival</b>	<b>Departure</b>	<b>Group ID /Room Type</b>							
05-31-20	06-02-20	46989							

\_\_\_\_\_  
Guest Signature

\_\_\_\_\_  
Cashier No. 109



**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: February 3 2020

Trustee's Name Marilyn Dennis, Chair & Trustee, Wards 5 & 10

Purpose of Trip / Name of Conference: ASBA Updates & Advocacy

Departure and Return Date January 23 returned Jan 24 20 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>					
<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>					
1 Nights @ \$ <u>117.89</u> (Single Rate)	117.89		117.89		
<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)					
2 Dinner(s) (Maximum \$26.00 each)	26.87			26.87	
<b>Other – Provide Details</b>					
<b>TOTAL COST OF TRIP</b>	144.76		117.89		
<b>AMOUNT DUE TO CLAIMANT / &lt;CBE&gt;</b>				26.87	
<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 [Signature]

Payment Authorization [Signature]



Days Inn Edmonton South  
 10333 University Avenue NW  
 Edmonton, AB T6E 6N3 CA  
 Tel: (780) 430-0011 Fax: (780) 430-0022  
 GST # 871401733 RT0007

01-24-20

Marilyn Dennis	Folio No. : 13012	Room No. : 309
CA	A/R Number :	Arrival : 01-23-20
	Group Code :	Departure : 01-24-20
	Company :	Conf. No. :
	Wyndham Rewards :	Rate Code : SGV
	Invoice No. :	Page No. : 1 of 1

Date	Description	Charges	Credits
01-23-20	Room Charge	105.00	
01-23-20	GST 5%	5.25	
01-23-20	Tourism Levy 4%	4.20	
01-23-20	Destination Marketing Fee	3.15	
01-23-20	DMF - GST	0.16	
01-23-20	DMF - Tourism Levy	0.13	
01-24-20	MasterCard		117.89
	XXXXXXXXXXXX9531		
	<b>Total</b>	<b>117.89</b>	<b>117.89</b>
	<b>Balance</b>	<b>0.00</b>	

Guest Signature: \_\_\_\_\_

Please contact the Manager about any issues with your stay. Days Inn or affiliates may contact you about goods and services unless you call 877-212-2733 or write to Wyndham Worldwide Hotels, Inc. 22 Sylvan Way, Parsippany, NJ 07054 to opt out. View our Days Inn website about privacy.

Thank you for staying with us.

DAYS INN EDMONTON SOUTH  
10333 UNIVERSITY AVE  
EDMONTON, AB T6E6N3  
7804300011

BUCO PIZZERIA + VINO  
100 10423 101 Street  
Edmonton AB T5H 0E7  
780-250-2826

*Tim Hortons*

Tim Hortons # 102194  
37444 Highway #2 South, Red Deer, AB, T4E 1B2  
403-352-0001

**PRE AUTH COMPLETE**

MID: 6342898  
TID: 001 REF#: 00000008  
Batch #: 024001 RRN: 00000007  
01/24/20 08:27:30  
APPR CODE: 023126  
MASTERCARD Manual CP  
\*\*\*\*\* \*\*/\*\*

\*\* TRANSACTION RECORD \*\*  
Tran. #: 1159  
RVC: Restaurant  
Table #: 270  
Check #: 5712  
Group #: 8  
Employee #: 1040  
Employee: Christin

Interac Purchase  
From Default  
xxxxxxxxxxx P  
AID: A0000002771010  
App Name: Interac

**AMOUNT \$117.89**

**Amount CAD\$23.10**

APPROVED

APPROVED 245501  
00-001 (001) 245501  
BPEPCS16/BPEPCD16  
001001001004  
01/23/2020 8:40:55 PM

I AGREE TO PAY ABOVE TOTAL AMOUNT  
IN ACCORDANCE WITH CARD ISSUER'S  
AGREEMENT  
(MERCHANT AGREEMENT IF CREDIT VOUCHER)  
RETAIN THIS COPY FOR STATEMENT  
VERIFICATION

TVR: 8000008000

No signature required

THANK YOU / MERCI!

Customer Copy

CUSTOMER COPY

Take Out  
Order #: 393

1 RG Cauliflower & Cheese \$3.59  
1 1/2 White Rustic Bun  
1 TR 4 of 7

Subtotal: \$3.59  
GST: \$0.18  
Total Tax: \$0.18

**Grand Total: \$3.77**

Cash: \$5.00  
Change Due: \$1.23

**Round Change Due: \$1.25**  
Cashier: SHIFT 2

HST#: 102653177RP2  
01-24-2020 07:23:32 PM  
Receipt #: 312225103  
Order ID: 312798903

Status (Purchase): 4 / 7  
Banked Reward: 0

Enjoy any Dad Coffee for \$1\*

Visit tellins.ca and let us know how we did.

Survey Code:

9982-1290-3124-1230-00458

Upon survey completion enter validation code  
here: \_\_\_\_\_

And return this receipt to a participating Tim Hortons  
in Canada to receive offer.

\*Plus tax. See website for full Terms and Conditions

Buco Pizzeria + Vino Bar  
Suite #100 10423-101 street  
EDMONTON, AB T5H 0E7  
P 780.250.2826  
GST# 72834 4094 RT000

1040 Christin

-----  
Tot 270/3 Chk 5712 Gst 1  
Jan 23 '20 06:37PM

-----  
1 Mushroom Ravioli 22.00  
Subtotal 22.00  
22.00 GST 1.10  
Amount Due 23.10

\*\*PLEASE PAY SERVER\*\*  
exccortower@bucopizzeria.com  
bucopizzeria.com  
@bucopizzeria

Guest Copy  
RECEIPT REPRINT



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: March 03 2020

Trustee's Name Marilyn Dennis, Chair & Trustee Wards 5 & 10

Purpose of Trip / Name of Conference: Alberta Education Post-Budget Meeting

Departure and Return Date February 27-28 2020

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>					
<b>Travel Costs</b>					
Airfare	297.28			297.28	
Insurance					
Rail/Bus					
Taxi/Shuttle Bus/Car Rental at Destination	60.50			60.50	
Personal Vehicle Km @ 50¢/Km (submit via PeopleSoft)					
Parking – at Destination					
<b>Accommodation</b>					
1 Nights @ \$ <u>115.15</u> (Single Rate)	115.15			115.15	
<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)					
<b>Other – Provide Details</b>					
<b>TOTAL COST OF TRIP</b>	472.93				
<b>AMOUNT DUE TO CLAIMANT / &lt;CBE&gt;</b>				472.93	
<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.

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Claimant's Signature

Payment Authorization



## eTicket Receipt

**Prepared For**  
DENNIS/MARILYN M MRS

RESERVATION CODE	RNQUJL
ISSUE DATE	19Feb20
TICKET NUMBER	8382155622479
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/SDX

## Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
27Feb20	WESTJET WS 155	CALGARY INTLAB, CANADA  Time 21:10	EDMONTON INTLAB, CANADA  Time 22:07	Cabin ECONOMY Seat Number 08C - (CONFIRMED) Baggage Allowance NIL Booking Status OK TO FLY Fare Basis NA7D0ELS Not Valid Before 27FEB20 Not Valid After 27FEB20

## Allowances

### Baggage Allowance

YYC to YEG - 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 YEG - 1 Piece (WS - WESTJET)

### Carry On Charges

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

## Payment/Fare Details

Form of Payment	CREDIT CARD - VISA : XXXXXXXXXXXXX
Fare Calculation Line	YYC WS YEA220.00CAD220.00END
Fare	CAD 220.00
Taxes/Fees/Carrier-Imposed Charges	CAD 12.00 YQI (OTHER AIR TRANSPORTATION CHARGES)

	CAD 11.96 XG8 (GOODS AND SERVICES TAX (GST))
	CAD 7.12 CA4 (AIR TRAVELLERS SECURITY CHARGE)
	CAD 30.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))
	CAD 1.50 XG9 (GOODS AND SERVICES TAX (GST))
<b>Total Fare</b>	<b>CAD 282.58</b>

## Other Charges

SEAT ASSIGNMENT # 8381505588771 (YYC-YEG / QTY 1)	CAD 14.00
Taxes	CAD 0.70
Form of Payment	CREDIT CARD - VISA : XXXXXXXXXXXXX
<b>Total</b>	<b>CAD 14.70</b>
<b>Total Fare and Other Charges</b>	<b>CAD 297.28</b>

**Positive identification required for airport check in**

**Notice:**

**QST # 1202807956TQ0001 GST # 866112535**

Baggage fees are charged in CAD or USD by direction depending on point of departure. Guests departing the United States, Latin America and the Caribbean will pay baggage fees in USD. Please see <https://www.westjet.com/en-ca/travel-info/fares/service-fees> for more information.

Passengers embarking upon a journey involving an ultimate destination or a stop in a country other than the country of departure are advised that the provisions of an international treaty (the Warsaw Convention, the 1999 Montreal Convention, or other treaty), as well as a carrier's own contract of carriage or tariff provisions, may be applicable to their entire journey, including any portion entirely within the countries of departure and destination. The applicable treaty governs and may limit the liability of carriers to passengers for death or personal injury, destruction or loss of, or damage to, baggage, and for delay of passengers and baggage.

Additional protection can usually be obtained by purchasing insurance from a private company. Such insurance is not affected by any limitation of the carrier's liability under an international treaty. For further information please consult your airline or insurance company representative.

**Data Protection Notice:** Your personal data will be processed in accordance with the applicable carrier's privacy policy



GREATER EDMONTON TAXI  
SERVICE  
10135 31 AVE NW  
EDMONTON AB

CARD \*\*\*\*\*  
CARD TYPE VISA  
DATE 2020/02/27  
TIME 5061 22:48:07  
INVOICE # 775997  
RECEIPT NUMBER C85003184-001-001-410-0

PURCHASE AMOUNT \$55.00  
TIP \$5.50  
TOTAL \$60.50

VISA CREDIT  
A0000000031010  
D7A19763863E21FC  
8080008000-6800  
07A2BBD5A442E373  
8080008000-7800

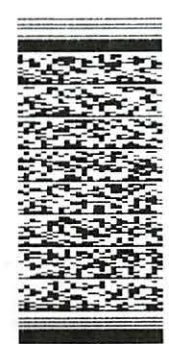
APPROVED  
AUTH# 04232F 01-027  
THANK YOU

CARDHOLDER COPY  
IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

YELLOW CAB 780.462.3456  
BARREL TAXI 780.489.7777  
EDMTAXI.COM  
GST 100403070



BOARDING PASS/CARTE D'EMBARQUEMENT  
DENNIS/MARILYN M  
PNR  
RNQUJL  
CABIN/CABINE  
**ECONOMY**  
SEAT/PLACE  
**8C**



FLIGHT/VOL  
**WS155**  
DEPARTING/DEPAR  
27FEB20 9:10PM  
CALGARY, AB (YYC)  
ARRIVING/EN ARRIVANT  
27FEB20 10:07PM  
EDMONTON, AB (YEG)  
BOARDING TIME  
8:30PM  
HEURE D'EMBARQUEMENT  
GATE CLOSES  
8:55PM  
FERMETURE DE LA PORTE  
ZONE  
**3**  
ZONE  
GATE  
**C72**  
PORTE  
SEAT  
**8C**  
PLACE

YYCDK398

8382155622479/1

00130

KS



The Best Value Under The Sun.

Days Inn by Wyndham Edmonton Downtown  
10041-106 Street  
Edmonton, AB, T5J 1G3  
Tel: (780) 423-1925 Fax: (780) 424-5302

GST#:828171926

03/02/20

Marilyn Dennis

Folio No. : 8618  
A/R Number :  
Group Code :  
Company :  
Wyndham Rewards :  
Invoice No. :

Room No. : 351  
Arrival : 02/27/20  
Departure : 02/28/20  
Conf. No. :  
Rate Code : LWPO  
Page No. : 1 of 1

Canada

Date	Description	Charges	Credits
02/27/20	Room Charge	99.00	
02/27/20	GST 5%	4.95	
02/27/20	Provincial / Tourism Levy 4%	3.96	
02/27/20	Destination Marketing Fund 3%	2.97	
02/27/20	DMF GST 5%	0.15	
02/27/20	DMF Provincial/Tourism Levy 4	0.12	
02/28/20	Visa		111.15
	XXXXXXXXXXXXXX		
	<b>Total</b>	<b>111.15</b>	<b>111.15</b>
	<b>Balance</b>	<b>0.00</b>	

**Guest Signature:** \_\_\_\_\_

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**Thank you for staying with us.  
It was our pleasure to serve you.**