

expense | monthly tracking report

claimant | Hrdlicka, Julie

position | Trustee

level | Board of Trustees

reporting period | January 1 to February 28, 2021

date of report | April 9, 2021



Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
MRU Virtual Courses	01/11/2021	Effective Communication Jan 11-Feb 16 2021	\$525.00	other disclosed	PD course or registration fee
MRU Virtual Courses	02/22/2021	Conflict Engagement Feb 22-Mar 28 2021	\$525.00	other disclosed	PD course or registration fee



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: January 7, 2021

Trustee's Name Julie Hrdlicka, Trustee, Wards 11 & 13

Purpose of Trip / Name of Conference: Effective Communication Course & Conflict Engagement Course

Departure and Return Date Jan/Feb & Feb/Mar 2021 Destination: MRU Virtual Courses

**Description of Expenses |
Please attach receipts**

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	1050.00			1050.00	
Travel Costs					
Airfare					
Insurance					
Rail/Bus					
Taxi/Shuttle Bus/Car Rental at Destination					
Personal Vehicle Km @ 50¢/Km (submit via PeopleSoft)					
Parking – at Destination					
Accommodation					
Nights @ \$ _____ (Single Rate)					
Telecommunication Charges (Internet, Phone calls)					
Meals – Receipts required (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					
TOTAL COST OF TRIP	1050.00				
AMOUNT DUE TO CLAIMANT / <CBE>				1050.00	
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

St. Croix, Grace M

From: Hrdlicka, Julie R
Sent: December 4, 2020 4:22 PM
To: St. Croix, Grace M
Subject: PD

Hi Grace,

I signed up for these pd after Christmas.

Below is the description of each course. Each course is \$525. My receipt from my credit card is also below.

Thanks

Julie

Effective Communication

This course examines applied communication in the context of conflict. Students will be exposed to fundamental skills and techniques to support building and sustaining effective dialogue. The concepts of positions and interests will be introduced.

Subject (for registration): Conflict Resolution

Subject code: XCFR 20401 21 Hours. Fee: \$525

CRN 30607 Online Jan. 11 - Feb. 16

Conflict Engagement

This course creates a foundation for engaging with others to explore and resolve topics or concerns within an interest-based philosophy. Students will gain skills in preparing for important conversations, applying effective communication skills to balance people (relationships), process (conversation balance, standards, BATNA), and problem resolution (agreements, outcomes).

Prerequisite: Effective Communication

Subject (for registration): Conflict Resolution

Subject code: XCFR 20402 21 Hours. Fee: \$525

CRN 30609 Online Feb. 22 - March 28

This is your credit card receipt for the Purchase you made from:
MOUNT ROYAL UNIVERSITY

Please direct any questions regarding this transaction to:

Merchant Name: MOUNT ROYAL UNIVERSITY
Contact Name: STUDENTFEES
Contact Phone:
Contact Email: CUSTPAYWEB@MTROYAL.CA

This transaction was ****Approved****

MOUNT ROYAL UNIVERSITY

**** TRANSACTION RECORD ****

Type: Purchase

Acct: Visa

Card #: xxxxxxxxxxxx

Amount: \$1050.00

Approved - Thank You
01-005

Reference #: 74900100

Auth #: 086045

005

Date/Time: 2020/11/28-20:29:53

Customer Copy

IMPORTANT - retain this copy for your records

All the best,

Julie Hrdlicka
CBE Trustee Wards 11 & 13
403-817-7927
jrhrdlicka@cbe.ab.ca