expense | monthly tracking report

claimant | May, Charlene position | Trustee

level | Board of Trustees

reporting period | November 1 to December 31, 2021

date of report | Friday, February 11, 2022



Description	Date	Details and/or Rationale	Amount (CDN\$) Category		Expense Type	
	(mm/dd/yyyy)					
ASBA FGM	11/14-16/2021	ASBA FGM Conference Fee	\$393.75	travel	conferences & workshops	
ASBA FGM	11/11 16/2021	Listel Assemmedation	¢257.02	troval	DLIC accommodation	
	11/14-10/2021	Hotel Accommodation	\$357.02	liavei	BUS accommodation	
ASBA FGM	11/14-16/2021	Mileage	\$300.00	travel	BUS mileage	
ASBA FGM	11/14/2021	Meal (30.50-26.00 = 4.50 - 24.06=16.24)	\$16.24	travel	BUS food/non alcoholic beverage	
ASBA FGM	11/15/2021	Meal	\$26.00	travel	BUS food/non alcoholic beverage	

Calgary BoardTrustee 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 Poot Trustee's Name Charlene May	r Trustee V	Vards 12 &	14	Date: November	30, 2021	
Trustee's Name Charlene May Trustee Wards 12 & 14 Purpose of Trip / Name of Conference: ASBA Fall General Meeting						
Departure and Return Date Nov 14	Returned N	lov 16, 2021	Destination: Ed mo	nton, Alberta		
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	
Travel Costs						
Airfare						
Insurance						
Rail/Bus						
Taxi/Shuttle Bus/Car Rental at Destination						
Personal Vehicle 600 Km @ 50¢/Km (submit via PeopleSoft)	300		300	Sent to HR		
Parking - at Destination						
Accommodation						
2 Nights @ \$ 178.51 (Single Rate)	357.02		357.02			
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)						
2 Dinner(s) (Maximum \$26.00 each)	51.24		30.50	20.74-4.50=16.24		
Other Provide Details						
TOTAL COST OF TRIP	1102.01		1081.27			
AMOUNT DUE TO CLAIMANT / <cbe></cbe>				16.24		

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 tenidation or a FOIP request. I have reviewed the attachments to efficient that confidential information has been removed or redacted. I certify that the a

Claimant's Signature

Payment Authorization

Alberta School Boards Association Fall General Meeting November 14-16, 2021

School Board	Acctg Code	First Name	Last Name
Calgary Board of Education	cal02	Patricia	Bolger
Calgary Board of Education	cal02	Nancy	Close
Calgary Board of Education	cal02	Marilyn	Dennis
algary Board of Education	cal02	Dana	Downey
algary Board of Education	cal02	Laura	Hack
Calgary Board of Education	cal02	Charlene	May
Calgary Board of Education	cal02	Susan	Vukadinovic
Calgary Board of Education Total			



Kilometre Travel Log

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: Your Employee Information To be completed by Employee						
Employee ID:* First Name:* Charlene Last Name:* May Trustee Wards 12 & 14						
Section 2: Trip Details: To be completed by Employee Record the date, purpose, beginning and ending locations, and distance of each trip on a separate row.						
Date DD-MM-YY	Purpose for Trip	Trip Starts From	Trip Ends At	Distance in km		
14-11-21	ASBA Fall General Meeting	Calgary	Edmonton	300		
16-11-21		Edmonton	Calgary	300		
	- 1 M					
			,			
	ly km must be entered into the timeshe		Total Kilometres	600		
	be completed by Employee and Apple eincoming@westcanadian.com	rover The approver must create	e a PDF copy of the complete	d Travel Log		
Employee Signature:*						
Signature.		Time Approver Name:*				
_						
Employee 403-817-7919 Phone:*		Time Approver Signatu	Time Approver Signature:*			
Date DD-MM-YY	Time Approver Phone:* 403-817-7924	Date DD-MM-YY:* 15/12/20	z /			
Personal information is collected under the authority of Alberta's Freedom of Information and Protection of Privacy Act (FOIP). This information will be used for the management of personnel and for the delivery of various Human Resources programs at the Calgary Board of Education. It will be treated in accordance with the privacy protection provisions of FOIP. If you have any questions about the FOIP Act, please access http://www.cbe.ab.ca/legal/foip. If you have any questions about this form and/or the use of the information, please contact the Employee Contact Centre at 1-877-353-2555.						

Directi

DELTA HOTELS MARRIOTT

EDMONTON SOUTH

4404 Gateway Boulevard NW, Edmonton, Alberta, T6H 5C2 Tel: 780-434-6415 Fax: 780-436-9247

Charlene May 1221 Eight Street SW Calgarey AB T2R0L4 Canada

0328		
164226		
33		
11-14-21		
11-16-21		

Group: AB School Boards Association FGM Confere

22.64

40.02

Date	Description	Additional Informa	ation		Charges	Credits
11-14-21	Room Charge				159.00	in line
11-14-21	Room Destination Marketing Fee				4.77	No
11-14-21	Room GST				8.19	BEDDE
11-14-21	AB Tourism Levy				6.55	0100
11-15-21	In Room Dining	Room# 0328 : CHECK# 2240			30.50 /	7.0
11-15-21	Room Charge				159.00	
11-15-21	Room Destination Marketing Fee				4.77	
11-15-21	Room GST				8.19	
11-15-21	AB Tourism Levy				6.55	
11-16-21	Master Card	XXXXXXXXXXXXX		XX/XX		387.52
GST Sun	ımary		Total		387.52	387.52
Registrat Room F&B	ion No: 889835161 16.38 1.00		Balance Due		0.00 C	DN
Fab	1.00					

Guest Signature:

Other

Total

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part of or the full amount of these charges.

11-16-21 10:28

Check Detail

**** SIMPLE EATS **** 4404 Gateway Blvd Edmonton, AB Tel: 780-431-3468 Review us on TripAdvisor.ca GST#889835161RT0001 128740 Lucila 2 UBE May Durme CHK 2240 TBL 328/1 GST 1 RM328/MAY 15 Nov'21 5:14 PM *********************** 1 RS DELIVERY CHARGE 1 PULLED PORK CIABATTA SERVICE CHARGE % 5.00 20.00 4.50 18.00 \$ \$25.00 \$4.50 \$1.00 GST % TAX \$30.50 Change Due \$0.00 \$30.50 ROOM/ACCT CHG 328/May ----- Check Closed ------15 Nov'21 7:11 PM

charlenemay

EARLS RESTAURANTS

Earls

Earls Crossroads 4250 Calgary Trail NM Edmonton, AB T6J 6Y8 (780) 439-5868

813 NEVIN

. . .^

Tb1 34/3 Chk 666 14Nov'21 05	
1 POP	4.25
1 SUN DYNAMITE	10.00
1 START SPRING SA	L 5.50
Subtotal	19.75
GST Tax	0.99
05:45PM Total	20.74

Comments? Email Taylor Yakabu.ki tyakabuski@ec.1s.ca

General Manager Purchase a \$50 gift card and

Receive a Borus \$10 gift card! Please ask your server for details. We now deliver via DoorDash! Find us on DoorDash's app GST # 138048285

EARLS RESTAURANTS Earls Crossroads 4250 Calgary Trail NW Edmonton, AB T6J 6Y8 (780) 439-5888 ----Tb1 34/3 Chk 6669 Gst 1 NEVIN Nov14'21 5:02PM ---------START SPRING SAL 5.50 1 4.25 1 POP 10.00 1 SUN DYNAMITE 19.75 SUBTOTAL 0.99 GST Tax 20.74 Total 0 5:45PM Comments? Email Taylor Yakabuski tyakabuski@earls.ca General Manager Purchase a \$50 gift card and Receive a Bonus \$10 gift card! Please ask your server for details. We now deliver via DoorDash! Find us on DoorDash's app GST # 138048285 428451 Transaction ID 20.74 Total 3.32 Tip

MASTERCARD

24.06

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