

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



**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
ASBA FGM	11/14-16/2021	ASBA FGM Conference Fee	\$393.75	travel	conferences & workshops
ASBA FGM	11/14-16/2021	Hotel Accommodation	\$357.02	travel	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 Board
of Education**

Trustee 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 Print:

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 Nov 16, 2021 Destination: Edmonton, 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>				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 legislation or a FOIP request. I have reviewed the attachments to ensure 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	Reg Type	Reg fee	GST	Total
Calgary Board of Education	cal02	Patricia	Bolger	Virtual	\$ 375.00	\$ 18.75	\$ 393.75
Calgary Board of Education	cal02	Nancy	Close	Virtual	\$ 375.00	\$ 18.75	\$ 393.75
Calgary Board of Education	cal02	Marilyn	Dennis	In person	\$ 375.00	\$ 18.75	\$ 393.75
Calgary Board of Education	cal02	Dana	Downey	In person	\$ 375.00	\$ 18.75	\$ 393.75
Calgary Board of Education	cal02	Laura	Hack	In person	\$ 375.00	\$ 18.75	\$ 393.75
Calgary Board of Education	cal02	Charlene	May	In person	\$ 375.00	\$ 18.75	\$ 393.75
Calgary Board of Education	cal02	Susan	Vukadinovic	Virtual	\$ 375.00	\$ 18.75	\$ 393.75
Calgary Board of Education Total					\$ 2,625.00	\$ 131.25	\$ 2,756.25



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

Charlene May
 1221 Eight Street SW
 Calgary AB T2R0L4
 Canada

Room: 0328
 Folio: 164226
 Cashier: 33
 Arrival: 11-14-21
 Departure: 11-16-21

Group: AB School Boards Association FGM Confere

Date	Description	Additional Information	Charges	Credits
11-14-21	Room Charge		159.00	
11-14-21	Room Destination Marketing Fee		4.77	
11-14-21	Room GST		8.19	
11-14-21	AB Tourism Levy		6.55	
11-15-21	In Room Dining	Room# 0328 : CHECK# 2240	30.50	
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	XXXXXXXXXXXX XX/XX		387.52

*ABE May
 26.00 dinner*

GST Summary	
Registration No:	889835161
Room	16.38
F&B	1.00
Other	22.64
Total	40.02

Total	387.52	387.52
Balance Due	0.00	CDN

Guest Signature: _____

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.

Check Detail

Charlene May

**** SIMPLE EATS ****
4404 Gateway Blvd
Edmonton, AB
Tel: 780-431-3468
Review us on TripAdvisor.ca
GST#889835161RT0001
128740 Lucila 2

CHK 2240 TBL 328/1
GST 1
RM328/MAY
15 Nov'21 5:14 PM

1 RS DELIVERY CHARGE	5.00
1 PULLED PORK CIABATTA	20.00
SERVICE CHARGE %	4.50
18.00 %	
	\$25.00
	\$4.50
GST % TAX	\$1.00
Change Due	\$30.50
ROOM/ACCT CHG	\$0.00
328/May	\$30.50

*EBE May Dinner
26.00*

----- Check Closed -----
15 Nov'21 7:11 PM

EARLS RESTAURANTS

Earls

Earls Crossroads
4250 Calgary Trail NW
Edmonton, AB T6J 6Y8
(780) 439-5888

813 NEVIN

Tbl 34/3 Chk 6669 Gst 1
14Nov'21 05:02PM

1 POP 4.25
1 SUN DYNAMITE 10.00
1 START SPRING SAL 5.50

Subtotal 19.75
GST Tax 0.99
05:45PM Total 20.74

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

EARLS RESTAURANTS
Earls Crossroads
4250 Calgary Trail NW
Edmonton, AB T6J 6Y8
(780) 439-5888

Tbl 34/3 Chk 6669 Gst 1
Nov14'21 5:02PM NEVIN

1 START SPRING SAL 5.50
1 POP 4.25
1 SUN DYNAMITE 10.00

SUBTOTAL 19.75
GST Tax 0.99
Total @ 5:45PM 20.74

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

Transaction ID 428451
Total 20.74
Tip 3.32
MASTERCARD 24.06