

# expense | monthly tracking report

claimant | Bolger, Patricia

position | Trustee

level | Board of Trustees

reporting period | May 1 to June 30, 2022

date of report | Friday, August 12, 2022



Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
ASBA Spring General Meeting	06/5-7/2022	Conference Fee	\$708.75	travel	conferences & workshops
ASBA Spring General Meeting	06/5-7/2022	Travel Mileage	\$166.00	travel	BUS mileage
ASBA Spring General Meeting	06/5-7/2022	Hotel Accommodation	\$420.26	travel	BUS accommodation
ASBA Spring General Meeting	06/5-7/2022	Meal	\$26.00	travel	BUS food/non alcoholic beverage
ASBA Spring General Meeting	06/5-7/2022	Meal	\$18.25	travel	BUS food/non alcoholic beverage



# 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: July 12 2022

Trustee's Name Patricia Bolger, Trustee Wards 6 & 7

Purpose of Trip / Name of Conference: ASBA SGM Conference

Departure and Return Date June 5/7 2022

Destination: Red Deer, AB

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>	708.75		708.75		
<b>Travel Costs</b>					
Airfare					
Insurance					
Rail/Bus					
Taxi/Shuttle Bus/Car Rental at Destination					
Personal Vehicle 332 Km @ 50¢/Km (submit via PeopleSoft)	166.00		166.00	Sent to HR	
Parking – at Destination					
<b>Accommodation</b>					
2 Nights @ \$ 210.13 (Single Rate)	420.26		420.26		
<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)	44.25		18.25	26.00	
<b>Other – Provide Details</b>					
<b>TOTAL COST OF TRIP</b>					

AMOUNT DUE TO CLAIMANT / <CBE>

26.00

### 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



Suite 1200, 9925 - 109 Street Edmonton, AB T5K 2J8  
 Phone: 780.482.7311 Fax: 780.482.5659  
 www.asba.ab.ca email: finance@asba.ab.ca

# Invoice

Date	Invoice #
6/24/2022	2021225

## INVOICE TO

Calgary Board of Education  
 1221 - 8 Street SW  
 Calgary, AB T2R 0L4

Terms - Net 30 days

Business No. 10669 4268 RT0001

Quantity	Item	Description	Net	Amount
6	000-51000-30	Registration as attached - ASBA Spring General Meeting	675.00	4,050.00
1	000-51000-30	Registration as attached - ASBA Spring General Meeting (ASBA President)	0.00	0.00
		GST on sales	5.00%	202.50

Electronic Funds Transfer (EFT) Option:  
 Bank of Nova Scotia  
 Beneficiary: Alberta School Boards Association  
 Transit #: 12989  
 Bank #: 002  
 Account #: 0386014  
 Send payment notifications to finance@asba.ab.ca

<b>Subtotal</b>	CAD 4,050.00
<b>GST 5%</b>	CAD 202.50
<b>Total</b>	CAD 4,252.50

Alberta School Boards Association  
 Spring General Meeting  
 June 5-7, 2022

Board/Company	First Name	Last Name	Title	Alias Code	Reg Type	Reg Fee	GST	Total
Calgary Board of Education	Patricia	Bolger	Trustee		In person	\$675.00	\$33.75	\$708.75
Calgary Board of Education	Nancy	Close	Trustee		In person	\$675.00	\$33.75	\$708.75
Calgary Board of Education	Marilyn	Dennis	ASBA Preside		In person	\$0.00	\$0.00	\$0.00
Calgary Board of Education	Dana	Downey	Trustee		In person	\$675.00	\$33.75	\$708.75
Calgary Board of Education	Laura	Hack	Chair		In person	\$675.00	\$33.75	\$708.75
Calgary Board of Education	Charlene	May	Trustee		In person	\$675.00	\$33.75	\$708.75
Calgary Board of Education	Susan	Vukadinovic	Vice-Chair		Virtual	\$675.00	\$33.75	\$708.75
<b>Calgary Board of Education Total</b>						<b>\$4,050.00</b>	<b>\$202.50</b>	<b>\$4,252.50</b>



Calgary Board  
of Education

# Kilometre Travel Log

**Directions:** 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: \* **Patricia** Last Name: \* **Bolger, Trustee Wards 6 & 7**

**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
05-06-22	ASBA SGM	Calgary	Red Deer	166
07-06-22		Red Deer	Calgary	166

The total weekly km must be entered into the timesheet in PeopleSoft. Total Kilometres **332**

**Section 3:** *To be completed by Employee and Approver* The approver must create a PDF copy of the completed Travel Log and send to: cbeincomina@westcanadian.com

Employee Signature: \* \_\_\_\_\_ Time Approver Name: \* **Patricia Minor**  
Employee Phone: \* **403-817-7927** Time Approver Signature: \* \_\_\_\_\_  
Date DD-MM-YY \* Time Approver Phone: \* **403-817-7924** Date DD-MM-YY: \* **20-06-22**

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**Patricia Bolger**  
**Calgary, AB T3H 5G4**  
**Canada**

Room No. :  
 Arrival : 06-05-22  
 Departure : 06-07-22  
 Folio No. :  
 Conf. No. :  
 Cashier No. : 322

Company Name: Alberta School Boards Association  
 Group Name: Alberta School Boards Association Confer

**INVOICE**

Date	Description	Charges	Credits
06-05-22	GTL Room Charge Room# 1406 : CHECK# 0096	18.25	
06-05-22	Room Charge	189.00	
06-05-22	Destination Marketing Fee	3.78	
06-05-22	Tourism Levy	7.71	
06-05-22	Room GST 5% 71125-2676 RT0001	9.64	
06-06-22	Room Charge	189.00	
06-06-22	Destination Marketing Fee	3.78	
06-06-22	Tourism Levy	7.71	
06-06-22	Room GST 5% 71125-2676 RT0001	9.64	
06-07-22	MasterCard XXXXXXXXXXXX9531 XX/XX		438.51
		<b>Total Charges</b>	438.51
		<b>Total Credits</b>	438.51
<b>Tax Total:</b>	<b>\$ 0.00</b>	<b>Balance</b>	<b>0.00</b>

**Cilantro & Chive Red Deer**

1927 50th Ave  
 GST # 825 395 080 RT 0001  
 Red Deer  
 AB T4R 1Z4  
 4037822882

Our whole team truly appreciates any tips & gratuities, as we run a complete tip-sharing system from Service to Kitchen. Every position is vital in working to give you a great experience. So our whole team wanted you to know that we ALL appreciate the love and support!

11-011

Table-No: 16  
 Seat-No: 2  
 Open Server: Kailey M  
 Open Date: 06-Jun-2022  
 Open Time: 05:33PM  
 Customer: Walkin  
 Service: Dine In

**ORDER SUMMARY**

ITEM	PRICE	QTY	AMOUNT
**Water	0.00	1	0.00
Maple Pecan Crusted Salmon	29.40	1	29.40

Sub-Total: \$ 29.40  
 GST 5% 1.47  
 CHECK TOTAL: \$ 30.87  
 TOTAL: \$ 30.87

Thank you so much for visiting Cilantro and Chive Red Deer!

**CAMBRIDGE HOTEL  
 RED DEER  
 GARDEN LOUNGE \*GST# 7112  
 52676RT0001**

0096a-1 Table 209 #Party 1  
 RENE C SvrCk: 9 4:33p 06/05/22  
 GARDEN LOUNGE

1 WATER  
 1 QUESADILLA 12.00  
 1 SOFT DRINK, soda 3.00  
 Sub Total: 15.00

Sub Total: 15.00  
 GST : 0.75  
 06/05 5:27p TOTAL: 15.75

\*\*\*\*\* ROOM CHARGE ONLY \*\*\*\*\*

GRATUITY: \_\_\_\_\_

TOTAL: \_\_\_\_\_

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

ROOM #: \_\_\_\_\_

Please pay your server  
 VALID ID REQUIRED FOR ROOM CHARGE

ROOM CHG	AMT-TEND	TIP/CHNG	TALLY
	18.25	2.50	15.75
			-----
			15.75

Memo: ROOM 1406 , (Y)BOLGER, PATRICIA  
 18.25

**CAMBRIDGE HOTEL  
 RED DEER  
 GARDEN LOUNGE \*GST# 7112  
 52676RT0001**

0096-2 Table 209 #Party 1  
 RENE C SvrCk: 0 4:33p 06/05/22  
 GARDEN LOUNGE

1 WATER  
 1 QUESADILLA 12.00  
 1 SOFT DRINK, soda 3.00  
 Sub Total: 15.00

Sub Total: 15.00  
 GST : 0.75  
 06/05 5:20p TOTAL: 15.75

\*\*\*\*\* ROOM CHARGE ONLY \*\*\*\*\*

GRATUITY: 2.50

TOTAL: 18.25

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

ROOM #: \_\_\_\_\_

Please pay your server  
 VALID ID REQUIRED FOR ROOM CHARGE