

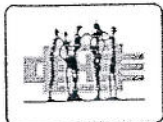
## expense | monthly tracking report

claimant | Cochrane, Pat  
 position | Board Chair & Trustee Ward 8 & 9  
 level | Board of Trustees  
 reporting period | November 1 to December 31, 2012  
 date of report | February-25-13



**Calgary Board  
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Alberta School Boards Association Fall General Meeting Edmonton, Alberta	11/18/2012	Registration - ASBA Fall General Meeting Nov 18-20, 2012 Edmonton, AB	\$630.00	travel	BUS general
Alberta School Boards Association Fall General Meeting Edmonton, Alberta	11/18/2012	Accommodation - ASBA - Fall General Meeting Nov 18-20, 2012 Edmonton, AB	\$327.94	travel	BUS accommodation
Alberta School Boards Association Fall General Meeting Edmonton, Alberta	11/19/2012	Meal - ASBA Fall General Meeting Nov 18-20, 2012 Edmonton, AB	\$52.00	travel	BUS food/non alcoholic beverage
Alberta School Boards Association Meeting - Board Chair Meeting Calgary, Alberta	12/18/2012	Chair's portion of meeting cost	\$36.75	other disclosed	BUS general
Telus Invoice	11/11/2012	Monthly service plan	\$21.00	other disclosed	telecom/cell phone
Telus Invoice	11/12/2012	Monthly service plan	\$21.00	other disclosed	telecom/cell phone



Calgary Board of Education

Travel & Subsistence Expense Report

*Must* be completed upon return from every business trip for: Reporting Purposes and any Out of Pocket Expenditures

Return completed form to Treasury and Revenue Accounting

A. Details of Trip (Please Print)

Date: Dec 3, 2012

Employee's Name Pat Cochrane, Chair

Vendor #: \_\_\_\_\_

School / Department to mail cheque to \_\_\_\_\_

Purpose of Trip / Name of Conference ASBA Fall General Mtg.

Departure and Return Dates Nov 19-20, 2012 Destination: Edmonton

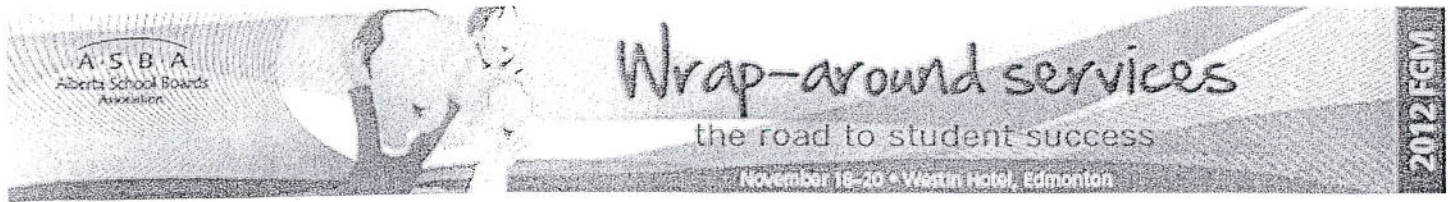
B. Description of Expenses (Please attach receipts)	Total Cost (Indicate currency if not Cdn)	Exchange Rate Adjusted Amount (If applicable)	Amount Paid by CBE Invoice/P-Card/ Amex/ Payroll for Mileage (including GST)	Amount Paid by Claimant For Out of Pocket Expenditures (including GST)	Alias to be charged for Claimant's Expenses
Registration/Conference Fees	630. <sup>00</sup>		630. <sup>00</sup>		
Travel Costs					
· Airfare (including trip cancellation insurance)					
· Rail/Bus					
· Taxi/Shuttle Bus/Car Rental in Calgary					
· Taxi/Shuttle Bus/Car Rental at Destination					
· Personal Vehicle _____ km @ 50¢/km (submit on Km Payment Form to Payroll)					Send original to Payroll for payment
Accommodations at Single Rate					
\$ <u>163.97</u> @ <u>2</u> Nights	327.94		327.94		
Meals (including tips) (excluding meals covered by Conference or Others)					
· Breakfast _____ @ \$12.00					
· Lunch _____ @ \$17.00					
· Dinner _____ @ \$26.00					
· Or Actual Expense	52. <sup>00</sup>		52. <sup>00</sup>		
Telecommunication Charges (Internet, phone calls)					
Parking – in Calgary					
Parking – at Destination					
Other – Provide Details					
<b>TOTAL COST OF TRIP</b>	<b>1009.94</b>				
CASH ADVANCE IF ANY-Ref # _____					
<b>AMOUNT DUE TO (OWING BY) CLAIMANT</b>					
GST Breakout Area					

I certify that the above claim is correct:

Original approved by B. Selanders

Claimant's Signature \_\_\_\_\_

NOTE: Copies of amounts paid through the P-Card, Amex Card, Invoices and Mileage Claim Forms must also be attached to this claim, in addition to items claimed for all Out of Pocket Expenses.



Invoice

**Invoice Number**  
**Registration ID:**  
**Registration Date:** 29/10/2012  
**Invoice Date:** 29/10/2012  
**Issued By:** Alberta School Boards Association  
 e.g., "VAT Number 1234"  
**Event:** ASBA Fall General Meeting 2012

**Registrants**

Name	Registration ID	Board/Organization	Type
Pat Cochrane		Calgary Board of Education	Member
Lynn Ferguson		Calgary Board of Education	Member
Joy Bowen-Eyre		Calgary Board of Education	Member
George Lane		Calgary Board of Education	Member
Pamela King		Calgary Board of Education	Member
Sheila Taylor		Calgary Board of Education	Member

**Billing Information**

Pat Cochrane  
 Calgary Board of Education  
 1221 - 8 Street SW  
 Calgary, AB T2R 0L4  
 403-817-7933  
 gmstcroix@cbe.ab.ca

**Fees**

Fee	Quantity	Unit Price	Amount
Member Event Fee	6	CDN\$600.00	CDN\$3,600.00
Subtotal:			CDN\$3,600.00
GST:			CDN\$180.00
Total:			CDN\$3,780.00

*Handwritten notes:*  
 600.00 + 30.00 GST  
 = \$630.00

**Transactions**

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# UNION BANK INN

A CENTURY OF HISTORY · MODERN RENAISSANCE STYLE

GUEST  
ACCOUNT

**COCHRANE PAT**  
1221 - 8TH STREET SW

CALGARY, AB  
T2R-0L4  
CALGARY BOARD OF EDUCATION  
Room #

Arrive 11/18/12 Depart 11/20/12

DATE	CLERK	DEPARTMENT	DESCRIPTION	AMOUNT
11/18/12	AMD	2-Room Charge		149.00
11/18/12	AMD	41-Tourism Le	On Room Charge	5.96
11/18/12	AMD	42-DMF	On Room Charge	1.56
11/19/12	XXX	7-Madisons	107/2009	2.00
11/19/12	XXX	7-Madisons	108/2025/GST 8.95	50.00
11/19/12	MN	2-Room Charge		149.00
11/19/12	MN	41-Tourism Le	On Room Charge	5.96
11/19/12	MN	42-DMF	On Room Charge	1.56
11/20/12	MN			-379.94
			GST On Room Charge	14.90
			<b>Tax Reg. # R897343794</b>	

*meal & service charge*

**BILLING INSTRUCTIONS** **BALANCE DUE** → **0.00**

COMPANY  
  
  
  
  
  
  
  
  
  
ATTENTION

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

SIGNATURE  
  
X \_\_\_\_\_

# UNION BANK INN

A CENTURY OF HISTORY · MODERN RENAISSANCE STYLE

10053 Jasper Avenue, Edmonton, AB, Canada T5J 1S5  
Phone: 780.423.3600 • Fax: 780.423.4623  
E-mail: info@unionbankinn.com • Web: unionbankinn.com

MADISON'S GRILL  
10053-Jasper Ave  
Edmonton, Alberta  
760-401-2222

Server: Todd  
Table 34/1  
Guests: 5  
Reprint #: 2

11/19/2012  
8:48 PM  
20025

Seafood Trio (2 @15.00) 30.00  
Dinner Soup (2 @9.00) 18.00  
Creme Brulee (2 @11.00) 22.00  
P.E.I Mussels 16.00  
Pan Roasted Pork Chop 36.00  
Death by Chocolate Duo 11.00  
Coq au Chicken Supreme 33.00  
House Salad 11.00

Subtotal 179.00

GST Exclusive Tax 8.95

Total 187.95

Balance Du \$ 187.95

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

TOTAL : 200.<sup>00</sup>

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

ROOM #. \_\_\_\_\_

PRINT NAME \_\_\_\_\_

THANK YOU  
Please Come Again Soon  
GST #R897343794

*P. Cochrane  
G. Lane  
J. Bowen-Eyre  
L. Ferguson*

*Split food bill 4 ways  
& charged to individual  
rooms*

*200.<sup>00</sup> / 4 = 50.<sup>00</sup> @  
per room plus  
hotel service  
charge*



1200, 9925 - 109 Street Edmonton, Alberta T5K 2J8  
 Phone: 1.780.482.7311 Fax: 1.780.482.5659  
 www.asba.ab.ca Email: hrogers@asba.ab.ca Business #: 10669 4268

# INVOICE

NUMBER  
 DATE January 14, 2013

**BILL TO:**

Calgary School District No. 19  
 1221 - 8 St SW  
 Calgary AB T2R 0L4

(403) 817-4000 Ext.

Customer Number	P.O. NUMBER	TERMS		
		Due on Receipt		
DESCRIPTION	REQ.	UNIT PRICE	EXTENDED PRICE	
Board Chairs Meeting - December 18, 2012  Attendee(s): P.Cochrane, C.Hosfield, N.Johnson, D.Meyers	4	35.00	140.00	
<p><b>RECEIVED</b>                  JAN 18 2013</p>				
<p><i>Per person = 35.00 + 1.75 gst                  = 36.75 / person.</i></p>		NET AMOUNT	140.00	
		FREIGHT G.S.T.	7.00	
		TOTAL DUE	<b>\$147.00</b>	



**INDIVIDUAL DETAIL**

PAT COCHRANE  
TRUSTEES OFFICE

**Savings Details**

Corporate Discount

5.00

**Total Month's Savings**

**\$ 5.00**

**Current Charges - Detail**

**Monthly Service Plans Nov 12 to Dec 11**

Service Plan Name	Total
Corporate Special 250	25.00
20.0% Voice disc	-5.00
<b>Total</b>	<b>\$ 20.00</b>

**Additional Local Airtime**

\*Free Airtime includes: bonus minutes, birthday calling, evenings & weekends, free incoming, \*611 and In Network Calling

Service	Total Airtime	*Free Airtime	Included Airtime	Chargeable Airtime	Total
Phone (minutes)					0.00
<b>Total</b>					<b>\$ 0.00</b>

**Value Added Services**

Service	Total
Basic Voice Mail Free (Nov 12 to Dec 11)	Free
Caller ID Free (Nov 12 to Dec 11)	Free
Corp - Unlimited text msg (Nov 12 to Dec 11)	Free
Corp. 6pm Unltd Nights & Wknds (Nov 12 to Dec 11)	Free
Detailed Billing \$0 (Nov 12 to Dec 11)	Free
Incoming Mobile Promo (Nov 12 to Dec 11)	Free
Unl Cdn LD Mobile to Mobile (Nov 12 to Dec 11)	Free
<b>Total</b>	<b>\$ 0.00</b>

**Taxes**

GST	1.00
<b>Total</b>	<b>\$ 1.00</b>

**Total Current Charges**

**\$ 21.00**

**AIRTIME DETAIL**

**Phone**

Call Period: D-Daytime, E-Evening, W-Weekend

Call	Date	Time	Call Period	From	Number Called	To	Call Length mm:ss	Local Airtime Rate	Local Airtime Charges	LD Charges	Additional Call Charges	Total
1	12 Oct	14:14	D					0.00	0.00	0.00	0.00	0.00
2	12 Oct	16:00	D					0.00	0.00	0.00	0.00	0.00
3	13 Oct	08:25	W					0.00	0.00	0.00	0.00	0.00
4	23 Oct	16:18	D					0.00	0.00	0.00	0.00	0.00
5	23 Oct	16:19	D					0.00	0.00	0.00	0.00	0.00
6	29 Oct	15:39	D					0.00	0.00	0.00	0.00	0.00
7	01 Nov	09:46	D					0.00	0.00	0.00	0.00	0.00
8	01 Nov	12:33	D					0.00	0.00	0.00	0.00	0.00
<b>Total</b>								<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>

PTL PDS0A 00041 HRI - 1468 - 1302 - 11 - 1 - 008103

**INDIVIDUAL DETAIL**

PAT COCHRANE  
TRUSTEES OFFICE

DUPLICATE  
JAN - 3 2013  
Supply Chain Services

**Savings Details**

Corporate Discount	5.00
<b>Total Month's Savings</b>	<b>\$ 5.00</b>

**Current Charges - Detail**

Monthly Service Plans Dec 12 to Jan 11

Service Plan Name	Total
Corporate Special 250	25.00
20.0% Voice disc	-5.00
<b>Total</b>	<b>\$ 20.00</b>

**Additional Local Airtime** \*Free Airtime includes: bonus minutes, birthday calling, evenings & weekends, free incoming, \*611 and In Network Calling

Service	Total Airtime	*Free Airtime	Included Airtime	Chargeable Airtime	Total
Phone (minutes)	10:23	8:33	1:50	0:00	0.00
<b>Total</b>					<b>\$ 0.00</b>

**Data and Other Services**

Service	Total Events	Event Type	Total
Text Msg - Received	2	Msg	0.00
<b>Total</b>			<b>\$ 0.00</b>

**Value Added Services**

Service	Total
Basic Voice Mail Free (Dec 12 to Jan 11)	Free
Caller ID Free (Dec 12 to Jan 11)	Free
Corp - Unlimited text msg (Dec 12 to Jan 11)	Free
Corp. 6pm Unltd Nights & Wknds (Dec 12 to Jan 11)	Free
Detailed Billing \$0 (Dec 12 to Jan 11)	Free
Incoming Mobile Promo (Dec 12 to Jan 11)	Free
Unl Cdn LD Mobile to Mobile (Dec 12 to Jan 11)	Free
<b>Total</b>	<b>\$ 0.00</b>

**Taxes**

GST	1.00
<b>Total</b>	<b>\$ 1.00</b>

**Total Current Charges \$ 21.00**

**AIRTIME DETAIL**

Phone

Call Period: D-Daytime, E-Evening, W-Weekend

Call	Date	Time	Call Period	From	Number Called	To	Call Length mm:ss	Local Airtime Rate	Local Airtime Charges	LD Charges	Additional Call Charges	Total
1	15 Nov	14:06	D					0.00	0.00	0.00	0.00	0.00
2	16 Nov	18:49	D					0.00	0.00	0.00	0.00	0.00
3	16 Nov	20:34	W					0.00	0.00	0.00	0.00	0.00
4	17 Nov	08:20	W					0.00	0.00	0.00	0.00	0.00
5	07 Dec	15:18	D					0.00	0.00	0.00	0.00	0.00
<b>Total</b>									<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>

RECEIVED  
14  
BOARD OF TRUSTEES

PTLPD50A 00039 HRI - 1433 - 1272 - 9 - 1 - 007643