

expense | monthly tracking report

claimant | Ferguson, Lynn
 position | Trustee, Wards 3 & 4
 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	11/18/2012	Hotel Parking - Edmonton, AB Nov 18-20, 2012	\$63.00	travel	BUS general
Alberta School Boards Association Fall General Meeting Edmonton, Alberta	11/18/2012	Mileage - Calgary to Edmonton & Return Nov 18-20, 2012	\$300.00	travel	BUS general
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



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 Lynn Ferguson, Vice-Chair Vendor #: _____

School / Department to mail cheque to _____

Purpose of Trip / Name of Conference ASBA Fall General Mtg

Departure and Return Dates Nov 18-20, 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. ⁰⁰		630. ⁰⁰		
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 <u>600</u> km @ 50¢/km (submit on Km Payment Form to Payroll)	300. ⁰⁰		300. ⁰⁰		Send original to Payroll for payment <u>yes</u>
Accommodations at Single Rate					
\$ <u>163.47</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. ⁰⁰		52. ⁰⁰		
Telecommunication Charges (Internet, phone calls)					
Parking – in Calgary					
Parking – at Destination	63. ⁰⁰		63. ⁰⁰		
Other – Provide Details					
TOTAL COST OF TRIP	1372.94				
CASH ADVANCE IF ANY--Ref # _____					
AMOUNT DUE TO (OWING BY) CLAIMANT					
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

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 + 30.00gst / person
 = \$630.00

Transactions

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UNION BANK INN

A CENTURY OF HISTORY · MODERN RENAISSANCE STYLE

GUEST ACCOUNT

FERGUSON LYNN
1221 - 8 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 Chrg		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 ✓
11/18/12	AMD	9-Parking Pa	UBI 24 hours	30.00
11/19/12	XXX	7-Madisons	107/2008	2.00
11/19/12	XXX	7-Madisons	108/2025/GST 8.95	50.00
11/19/12	MN	2-Room Chrg		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 ✓
11/19/12	MN	9-Parking Pa	UBI 24 hours	30.00
11/20/12	AF	92-		-442.94
			GST On Parking Pass	3.00
			GST On Room Charge	14.90 ✓
			Tax Reg. # R897343794	

amount plus service charge

Parking = \$1 30.00/day + gst
= \$ 63.00

UNION BANK INN
10053 JASPER AVENUE
EDMONTON AB T5J1S5
780-423-3600

Merchant ID: Ref #:
Card ID: 001
Track ID: 08

Pre-Auth Compl

Entry Method: Manual

BALANCE DUE → 0.00

11/20/12 07:37:56
Auth #: 000003 Appr Code:
Prvd Batch#: 000033
Original Pre-Auth Amount: \$ 250.00
Total: \$ 442.94

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 _____

Customer Copy

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
780-401-2222

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	38.00
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 : 200.⁰⁰

SIGNATURE : _____

ROOM #. _____

PRINT NAME Joy Bowen-Eye
THANK YOU

Please Come Again Soon
GST #R897343794

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

*A split food bill 4 ways
& charged to individual
rooms
 $200.00 \div 4 = 50.00$
per room plus
hotel service
charge*