

expense | monthly tracking report

claimant | Lane, George

position | Trustee, Wards 6 & 7

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	Meal - ASBA Fall General Meeting Nov 18-20, 2012 Edmonton, AB	\$53.00	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 Dr. George Lane, Trustee 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 _____ 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	53. ⁰⁰		53. ⁰⁰		
Telecommunication Charges (Internet, phone calls)					
Parking – in Calgary					
Parking – at Destination					
Other – Provide Details					
TOTAL COST OF TRIP	1010.94				
CASH ADVANCE IF ANY-Ref # _____					
AMOUNT DUE TO (OWING BY) CLAIMANT					
GST Breakout Area					

Original approved by B. Selanders

Claimant's Signature [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

600.00 + 30.00 gst = 630.00 / person.

Transactions

UNION BANK INN

A CENTURY OF HISTORY · MODERN RENAISSANCE STYLE

GUEST
ACCOUNT

LANE GEORGE
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 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	107/2010	3.00
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	AF			-380.94
			GST On Room Charge	14.90
			Tax Reg. # R897343794	

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

Merchant ID: _____
Term ID: 001 Ref #: 022
Clerk ID: 008

Pre-Auth Compl

Entry Method: Manual

11/20/12 09:21:20
Inv #: 000009 Appr Code:
pprvd Batch#: 000033
Original Pre-Auth Amount: \$ 400.00
Total: \$ 380.94

Customer Copy

BALANCE DUE → 0.00

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
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-Eyre
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
 $200.00 \div 4 = 50.00$ per room plus
hotel service
charge*