

## expense | monthly tracking report

claimant | Bowen-Eyre, Joy  
position | Trustee, Wards 1 & 2  
level | Board of Trustees  
reporting period | May 1 to June 30, 2013  
date of report | August-14-13



**Calgary Board  
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Alberta School Boards Association (ASBA) Spring General Meeting Red Deer, AB	06/01/2013	Registration - ASBA Spring General Meeting June 2-4, 2013	\$603.75	travel	BUS general
Alberta School Boards Association (ASBA) Spring General Meeting Red Deer, AB	06/04/2013	Accommodation - ASBA Spring General Meeting - June 2-4 ,2013	\$174.90	travel	BUS accommodation
Alberta School Boards Association (ASBA) Spring General Meeting Red Deer, AB	06/04/2013	Mileage - Calgary to Red Deer and Return	\$150.00	travel	BUS mileage



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: June 10, 2013

Trustee's Name Joy Bowen-Eyre, Trustee, Wards 1 & 2

Purpose of Trip / Name of Conference: ASBA Spring General Meeting

Departure and Return Date June 3-4, 2013

Destination: Red Deer, Alberta

**Description of Expenses |**  
Please attach receipts

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	603.75		603.75		
<b>Travel Costs</b>					
Airfare					
Insurance					
Rail/Bus					
Taxi/Shuttle Bus/Car Rental at Destination					
Personal Vehicle 300 Km @ 50¢/Km (submit via PeopleSoft)	150.00		150.00		
Parking – at Destination					
<b>Accommodation</b>					
1 Nights @ \$ <u>174.90</u> (Single Rate)	174.90		174.90		
<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)					
Dinner(s) (Maximum \$26.00 each)					
Other – Provide Details					
<b>TOTAL COST OF TRIP</b>	928.65		928.65		
<b>AMOUNT DUE TO CLAIMANT</b>					
<b>GST Breakout Area</b>					

**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.

Original signed by J. Bowen-Eyre

Original signed by B. Selanders

Claimant's Signature

Payment Authorization







Sheraton Red Deer  
 3310 50 Avenue  
 Red Deer, AB T4N 3X9  
 403-346-2091  
 http://www.starwood.com



Bowen-Evre, Joy  
 1221 8th Street Sw  
 Calgary, AB T2R 0L4

Page Number  
 Guest Number  
 Folio ID  
 No. Of Guest  
 Room Number  
 Time

Invoice  
 Arrive Date 06-03-2013  
 Depart Date 06-04-2013

Information Invoice

Tax Identification R835355694

Date	Reference	Description	Charges	Credits
06-03-2013		Room Charge	\$159.00	
06-03-2013		GST Room Charge	\$7.95	
06-03-2013		Tourism Levy	\$6.36	
06-03-2013		Destination Marketing Fee	\$1.59	
06-03-2013	DEPOSIT	Deposit Applied		\$-174.90
		** Total	\$174.90	\$-174.90
		** Balance	\$0.00	

GST Summary

GST# R835355694 RT0017

GST Room Revenue	7.95
GST Food & Beverage	0.00
GST Telephone	0.00
GST Other	0.00
	7.95

GST Other R835355694

Continued on the next page

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Calgary, AB T2R 0L4

Page Number  
Guest Number  
Folio ID  
No. Of Guest  
Room Number  
Time

Invoice  
Arrive Date 06-03-2013  
Depart Date 06-04-2013

Information Invoice

EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room Chgs	Food & Bev	Telephone	Other	Total	Payment
06-03-2013	\$174.90	\$0.00	\$0.00	\$0.00	\$174.90	\$-174.90
Total	\$174.90	\$0.00	\$0.00	\$0.00	\$174.90	\$-174.90

We are pleased to confirm your ~ miles will be awarded for this visit. Thank you for your stay with us.

Thank you for choosing Starwood Hotels We look forward to welcoming you back soon!

Tell us about your stay. [www.sheraton.com/reviews](http://www.sheraton.com/reviews)