

expense | monthly tracking report

claimant | Bowen-Eyre, Joy
 position | Trustee, Wards 1 & 2
 level | Board of Trustees
 reporting period | November 1 to December 31, 2013
 date of report | February-14-14



**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	11/17/2013	Registration - ASBA Fall General Meeting Nov 17-19, 2013, Edmonton, AB	\$630.00	Travel	PD course or registration fee
Alberta School Boards Association Fall General Meeting, Edmonton, Alberta	11/17/2013	Accommodation - ASBA Fall General Meeting Nov 17-19, 2013, Edmonton, AB	\$334.56	Travel	PD accommodation
Alberta School Boards Association Fall General Meeting, Edmonton, Alberta	11/17/2013	Parking at hotel - ASBA Fall General Meeting Nov 17-19, 2013, Edmonton, AB	\$63.00	Travel	PD general
Alberta School Boards Association Fall General Meeting, Edmonton, Alberta	11/17/2013	Mileage - Calgary to Edmonton and Return Nov 19, 2013, Edmonton, AB	\$300.00	Travel	PD mileage
Alberta School Boards Association Fall General Meeting, Edmonton, Alberta	11/17/2013	Meals - ASBA Fall General Meeting Nov 17-19, 2013, Edmonton, AB	\$26.00	Travel	PD food/non alcoholic beverage
Signing of Memorandum for Spanish Program, Edmonton, Alberta	12/04/2013	Airfare - from Calgary to Edmonton and Return, Dec 04, 2013	\$480.11	Travel	BUS airfare/bus/rail
Signing of Memorandum for Spanish Program, Edmonton, Alberta	12/04/2013	Taxi - from Airport to Hotel return, Edmonton, AB	\$158.19	Travel	BUS general



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: December 17, 2013

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

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

Departure and Return Date November 17-19, 2013

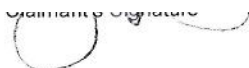
Destination: Edmonton, Alberta

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	630.00		630.00		
Travel Costs					
Airfare					
Insurance					
Rail/Bus					
Taxi/Shuttle Bus/Car Rental at Destination					
Personal Vehicle 600 Km @ 50¢/Km (submit via PeopleSoft)	300.00		300.00		
Parking – at Destination	63.00		63.00		
Accommodation					
2 Nights @ \$ 167.28 (Single Rate)	334.56		334.56		
Telecommunication Charges (Internet, Phone calls)					
Meals – Receipts required (Including tips, excluding meals covered by Conference or Others)					
Breakfast(s) (Maximum \$12.00 each)					
Lunch(es) (Maximum \$17.00 each)					
1 Dinner(s) (Maximum \$26.00 each)	26.00		50.00	<24.00>	
Other – Provide Details					
TOTAL COST OF TRIP	1353.56		1377.56		
AMOUNT DUE TO CLAIMANT / <CBE>				<24.00>	
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





Alberta School Boards
Association

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 December 18, 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	
Fall General Meeting 2013 Attendee(s): S.Taylor, L.Ferguson, T.Hurdman, P.King, A.Stewart, J.Bowen-Eyre Fall General Meeting 2013 Attendee(s): J.Hehr <i>Joy Bowen-Eyre \$600.00 + \$30.00 gst = \$630.00 9091-142 FEES</i>	6	600.00	3,600.00	
	1	650.00	650.00	
		NET AMOUNT	4,250.00	
		FREIGHT		
		G.S.T.	212.50	
		TOTAL DUE	\$4,462.50	

UNION BANK INN

A CENTURY OF HISTORY · MODERN RENAISSANCE STYLE

GUEST
ACCOUNT

BOWEN-EYRE JOY
515 MACLEOD TRAIL SE

CALGARY, AB
T2G-2L9
CALGARY BOARD OF EDUCATION
Room # Invoice #

Arrive 11/17/13 Depart 11/19/13

DATE	CLERK	DEPARTMENT	DESCRIPTION	AMOUNT
11/17/13	XXX	7-Madisons	105/1019/GST 2.09	50.00
11/17/13	MN	2-Room Charg		149.00
11/17/13	MN	41-Tourism Le	On Room Charge	5.96
11/17/13	MN	42-DMF		4.47
11/17/13	MN	41-Tourism Le	On DMF	0.18
11/17/13	MN	9-Parking Pa	UBI 24 hours	30.00
11/18/13	JAC	2-Room Charg		149.00
11/18/13	JAC	41-Tourism Le	On Room Charge	5.96
11/18/13	JAC	42-DMF		4.47
11/18/13	JAC	41-Tourism Le	On DMF	0.18
11/18/13	JAC	9-Parking Pa	UBI 24 hours	30.00
11/19/13	JAC	92-Mastercard	PAYMENT THANK YOU	-447.56
			GST On DMF	0.44
			GST On Parking Pass	3.00
			GST On Room Charge	14.90
			Tax Reg. # R897343794	

BILLING INSTRUCTIONS	BALANCE DUE →	0.00
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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



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: Dec 16, 2013

Trustee's Name Vice-Chair Joy Bowen-Eyre

Purpose of Trip / Name of Conference: Signing of Memorandum for Spanish Program

Departure and Return Date Dec 4, 2013 rtn Dec 4, 2013 Destination: Edmonton, Alberta

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					
Travel Costs					
Airfare	480.11			480.11	
Insurance					
Rail/Bus					
Taxi/Shuttle Bus/Car Rental at Destination	158.19			158.19	
Personal Vehicle Km @ 50¢/Km (submit via PeopleSoft)					
Parking – at Destination					
Accommodation					
Nights @ \$ _____ (Single Rate)					
Telecommunication Charges (Internet, Phone calls)					
Meals – Receipts required (Including tips, excluding meals covered by Conference or Others)					
sdf Breakfast(s) (Maximum \$12.00 each)					
Lunch(es) (Maximum \$17.00 each)					
Dinner(s) (Maximum \$26.00 each)					
Other – Provide Details					
TOTAL COST OF TRIP	638.30				
AMOUNT DUE TO CLAIMANT / <CBE>				638.30	
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.

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Claimant's Signature

Payment Authorization

Bowen-Eyre, Joy M

From: Air Canada <confirmation@aircanada.ca>
Sent: November-29-13 2:36 PM
To: Bowen-Eyre, Joy M
Subject: Air Canada - 04-Dec: Calgary - Edmonton (booking ref:)

***** PLEASE DO NOT REPLY TO THIS E-MAIL *****

AIR CANADA 

Itinerary/Receipt

Your booking is confirmed. Please print/retain this page for your financial records (e.g. for taxation, expense claim or payment card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.

[Scan this barcode to check in at an Air Canada check-in kiosk.](#)

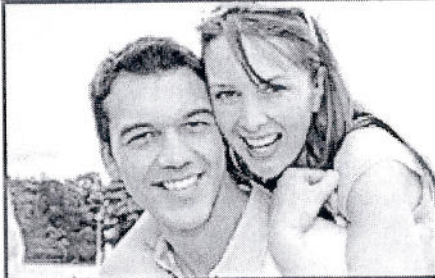
Hotels in Edmonton

[Book a hotel](#)

Hotels provided by WWTMS.

Why book your hotel stay at aircanada.com?

- **Lowest price** guaranteed
- Great choice of hotels
- Aeroplan Mile offer exclusive to aircanada.com



SAVE on car rentals, shows, activities and more.

[Go to My Travel Planner](#)



Need a car in Edmonton? Great rates and additional Aeroplan Miles.

AVIS  **Budget** 

Booking Information

Booking Reference:

Electronic Ticketing confirmed. This is your official itinerary/receipt.

Main Contact:

Mrs Joy Bowen eyre
jmboweneyre@cbe.ab.ca

Mobile:

Home:

Work: 1

Customer Care

Air Canada

1-888-247-2262

Flight Arrivals and Departures

1-888-422-7533

Mobile: [REDACTED]

Online Services

Manage my booking online (view/change my booking; select seats*).

Select Seats

Maple Leaf Lounge | Meal Vouchers | On My Way

Alert me of flight status changes directly to my mobile phone or email.

Flight Arrivals & Departures - check online if my flight is on time.

Check-in online and print my boarding pass.

* Can my booking be changed online?

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8134 ¹	Calgary (YYC) Wed 04-Dec 2013 08:30	Edmonton, Edmonton Int'l (YEG) Wed 04-Dec 2013 09:23	0	0hr53	DH4	Tango, G	
AC8151 ¹	Edmonton, Edmonton Int'l (YEG) Wed 04-Dec 2013 16:00	Calgary (YYC) Wed 04-Dec 2013 16:48	0	0hr48	DH4	Flex, H	

Operated by:

¹ Air Canada Express - Jazz

Passenger Information

1: Mrs Joy Bowen eyre : Adult (16+), Ticket Number: [REDACTED]

Frequent Flyer Prog : None

Meal Preference : None

Payment Card: [REDACTED]

Special Needs: None

Seat Selection: None

Purchase Summary

Fare Summary

Passenger Type	Adult
Air Transportation Charges	
Departing Flight - Tango	147.00
Return Flight - Flex	217.00
Surcharges	24.00
Taxes, Fees and Charges	
Canada Airport Improvement Fee	55.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	22.86
Air Travellers Security Charge (ATSC)	14.25
Total airfare and taxes before options (per passenger)	480.11
Number of passengers	1
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$480.11

Payment Information

Credit/Debit Card

Amount paid: \$480.11

The following charges (tax inclusive) will appear on your credit or debit card statement:

YELLOW CAB
10135 31 AVENUE NW
EDMONTON AB T6H-1C2
780-462-3456

Term Id: 45024124782215
Item #: 0401
Visa Credit
PURCHASE
Op Id: 692967
Card #:

AID: A000000031010

APPROVED

AMOUNT CAD\$10.60
TIP CAD\$1.59
=====

TOTAL CAD\$12.19

Ref. #: C
Auth. #: 009328
Resp. Code: 00
TUR: 4000000000
TSI: F800

BOOK ON LINE AT EDMTAXI.COM
THANK YOU FOR BEING OUR GUEST

GST 100403070

Date: 2013/12/04 Time: 10:40:29
Response: AUTH 009328

CUSTOMER COPY

CHARGE TO: 6500 1

M BOWEN EYRE

YELLOW CAB (780) 462-3456
PRESTIGE CABS (780) 462-4444
ADMINISTRATION (780) 465-8500

GST # 100403070

G.S.T.# 821770872

FROM IAP

TO Legislature Bldg

PRINT NAME

CUSTOMER: X

AUTH. NO. Summary DRIVER SV UNIT NO.

TIME DAY 9 MO. 12 YR. 13

4550454

Debit Card
 MasterCard
 VISA
 AMERICAN EXPRESS

FARE	<u>66</u>	<u>00</u>
INTL		
GRATUITY		
TOTAL	<u>66</u>	<u>00</u>

THE ISSUER OF THE CARD IDENTIFIED ON THIS ITEM IS AUTHORIZED TO PAY THE AMOUNT SHOWN AS TOTAL UPON PROPER PRESENTATION. I PROMISE TO PAY SUCH TOTAL TOGETHER WITH ANY OTHER CHARGES DUE THEREON SUBJECT TO AND IN ACCORDANCE WITH THE AGREEMENT COVERING THE USE OF SUCH CARD.

CUSTOMER COPY

CHARGE TO: ACCOUNT NO.

M BOWEN EYRE

YELLOW CAB (780) 462-3456
PRESTIGE CABS (780) 462-4444
ADMINISTRATION (780) 465-8500

GST # 100403070

G.S.T.# 821770872

FROM 102 HWC 124 St

TO IAP

PRINT NAME

CUSTOMER: X

AUTH. NO. Summary DRIVER SV UNIT NO.

TIME DAY 9 MO. 12 YR. 13

4550456

Debit Card
 MasterCard
 VISA
 AMERICAN EXPRESS

FARE	<u>72</u>	<u>00</u>
INTL		
GRATUITY	<u>8</u>	<u>00</u>
TOTAL	<u>80</u>	<u>00</u>

THIS ITEM IS AUTHORIZED TO PAY THE AMOUNT SHOWN AS TOTAL UPON PROPER PRESENTATION. I PROMISE TO PAY SUCH TOTAL TOGETHER WITH ANY OTHER CHARGES DUE THEREON SUBJECT TO AND IN ACCORDANCE WITH THE AGREEMENT COVERING THE USE OF SUCH CARD.

CUSTOMER COPY