

# expense | monthly tracking report

claimant | Hurdman, Trina  
 position | Trustee, Wards 6 & 7  
 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	\$62.00	Travel	PD general
Alberta School Boards Association Fall General Meeting, Edmonton, Alberta	11/17/2013	Mileage - ASBA FGM Calgary to Edmonton and Return Nov 17-19, 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	\$19.00	Travel	PD food/non alcoholic beverage



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 Trina Hurdman Trustee, Wards 6 & 7

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

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		
<b>Travel Costs</b>					
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	62.00		42.00	20.00	
<b>Accommodation</b>					
2 Nights @ \$ 167.28 (Single Rate)	334.56		334.56		
<b>Telecommunication Charges</b> (Internet, Phone calls)					
<b>Meals – Receipts required</b> (Including tips, excluding meals covered by Conference or Others)					
(TIP) Breakfast(s) (Maximum \$12.00 each)	3.00		3.00		
Lunch(es) (Maximum \$17.00 each)					
1 Dinner(s) (Maximum \$26.00 each)	16.00		16.00		
Other – Provide Details					
<b>TOTAL COST OF TRIP</b>	1345.56		1325.56		
<b>AMOUNT DUE TO CLAIMANT / &lt;CBE&gt;</b>				20.00	
<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.

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

\_\_\_\_\_  
Clerk/Accountant



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	6	600.00	3,600.00	
Attendee(s): S.Taylor, L.Ferguson, T.Hurdman, P.King, A.Stewart, J.Bowen-Eyre				
Fall General Meeting 2013	1	650.00	650.00	
Attendee(s): J.Hehr				
<p><i>Trina Hurdman \$600.00 + \$30.00 gst = \$630.00</i> <i>9061- 6+7 FEES</i></p>				
			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

**HURDMAN TRINA**  
1221 8ST SW

CALGARY, AB  
T2R0L4  
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	105/1016/GST 0.63	16.00
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	Surface O/N	20.00
11/18/13	XXX	7-Madisons	107/2010	3.00
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	Surface O/N	20.00
11/19/13	JAC	92-Mastercard	PAYMENT THANK YOU	-395.56
			GST On DMF	0.44
			GST On Parking Pass	2.00
			GST On Room Charge	14.90
			<b>Tax Reg. # R897343794</b>	

*Tip - complimentary Breakfast*

BILLING INSTRUCTIONS

BALANCE DUE

0.00

COMPANY

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

ATTENTION

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: Glenn  
Table 50/6  
Guests: 8

11/17/2013  
7:25 PM  
10016

Hot Chocolate 3.50  
Southwestern Sweet Potato 9.00  
Subtotal 12.50  
GST Exclusive Tax 0.63  
Total 13.13

Balance Due \$ 13.13

GRATUITY :

TOTAL :

SIGNATURE :

\$ 16.00

CITY OF EDMONTON  
LIBRARY PARKADE  
GST # 119326270 RT0001

Rep# 18049  
11/19/13 13:07 L# 2 AN 41 Txn# 56811  
11/19/13 07:11 In 11/19/13 13:07 Out  
Tkt# 438455  
Regular Rate \$ 19.05  
Total Tax \$ 0.95  
Total Fee \$ 20.00  
CASH PAID \$ 20.00  
Cash Tender \$ 20.00  
Change Due \$ 0.00

THANK YOU  
COME AGAIN

ROOM #:

PRINT NAME Trina Hurdman  
THANK YOU  
Please Come Again Soon  
GST #R897343794

--- Check Closed ---