

expense | monthly tracking report

claimant | Ferguson, Lynn

position | Trustee, Wards 3 & 4

level | Board of Trustees

reporting period | November 1 to December 31, 2014

date of report | February-13-15



**Calgary Board
of Education**

| Description | Date (mm/dd/yyyy) | Details and/or Rationale | Amount (CDN\$) | Category | Expense Type |
|---------------------------|----------------------|--------------------------------------------------------|----------------|----------|--------------------------------|
| ASBA Fall General Meeting | Nov 16, 2014 | Registration - ASBA FGM, Edmonton, AB Nov 16-18, 2014 | \$682.50 | travel | PD course or registration fee |
| ASBA Fall General Meeting | Nov 16, 2014 | Mileage - Calgary to Edmonton Return Nov 16-18, 2014 | \$300.00 | travel | PD mileage |
| ASBA Fall General Meeting | Nov 16, 2014 | Parking - ASBA FGM, Edmonton, AB Nov 16- | \$63.00 | travel | PD general |
| ASBA Fall General Meeting | Nov 16, 2014 | Accommodation - ASBA FGM, Edmonton, AB Nov 16-18, 2014 | \$334.56 | travel | PD accommodation |
| ASBA Fall General Meeting | Nov 16, 2014 | Meals - ASBA FGM, Edmonton, AB Nov 16-18, 2014 | \$37.74 | travel | PD food/non alcoholic beverage |



Trustee Professional Development and Travel & Subsistence Expense Report

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: Nov 26, 2014

Trustee's Name Lynn Ferguson, Trustee, Wards 3 & 4

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

Departure and Return Date Nov 16-18, 2014

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 | 682.50 | | 682.50 | | |
| 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 | | N/A |
| Parking – at Destination | 63.00 | | 63.00 | | |
| Accommodation | | | | | |
| 2 Nights @ \$ <u>167.28</u> (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) | | | | | |
| 1 Lunch(es) (Maximum \$17.00 each) | 13.64 | | | 13.64 | |
| 1 Dinner(s) (Maximum \$26.00 each) | 24.10 | | | 24.10 | |
| Other – Provide Details | | | | | |
| TOTAL COST OF TRIP | 1417.80 | | 1380.06 | | |
| AMOUNT DUE TO CLAIMANT / <CBE> | | | | 37.74 | |
| 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 

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 # Invoice #

Arrive 11/16/14 Depart 11/18/14

| DATE | CLERK | DEPARTMENT | DESCRIPTION | AMOUNT |
|-----------------------------|-------|---------------|------------------------------|----------------------|
| 11/16/14 | JAC | 41-Tourism Le | On Room Charge | 5.96 |
| 11/16/14 | JAC | 42-DMF | | 4.47 |
| 11/16/14 | JAC | 41-Tourism Le | On DMF | 0.18 |
| 11/16/14 | JAC | 9-Parking Pa | UBI 24 hours | 30.00 |
| 11/17/14 | JAC | 2-Room Charg | | 149.00 |
| 11/17/14 | JAC | 41-Tourism Le | On Room Charge | 5.96 |
| 11/17/14 | JAC | 42-DMF | | 4.47 |
| 11/17/14 | JAC | 41-Tourism Le | On DMF | 0.18 |
| 11/17/14 | JAC | 9-Parking Pa | UBI 24 hours | 30.00 |
| 11/18/14 | JAC | -Mastercard | PAYMENT THANK YOU | -397.56 |
| | | | 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 |

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

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10053 Jasper Avenue, Edmonton, AB, Canada T5J 1S5
Phone: 780.423.3600 • Fax: 780.423.4623
E-mail: info@unionbankinn.com • Web: unionbankinn.com

A · S · B · A

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

BILL TO:

Calgary Board of Education
1221 - 8 St SW
Calgary AB T2R 0L4

INVOICE

NUMBER

DATE December 01, 2014

RECEIVED

DEC 09 2014

CORPORATE FINANCE

| Customer Number | P.O. NUMBER | TERMS | | |
|-------------------------------------------------------------|-------------|---------------------------|-----------------|--|
| CAL02 | | Due on Receipt | | |
| DESCRIPTION | REQ. | UNIT PRICE | EXTENDED PRICE | |
| Fall General Meeting 2014 Attendee(s): L.Ferguson | 1 | 650.00 | 650.00 | |
| | | NET AMOUNT | 650.00 | |
| | | FREIGHT G.S.T. | 32.50 | |
| | | TOTAL DUE | \$682.50 | |

THE DONUT MILL
HWY#2 SOUTH RED DEER
GST# R136187051

UNION BANK TND
10053 JASPER AVENUE
EDMONTON AB T5J1S5
780-422 500

11/16/2014 Term # 2 0002
12:05PM

Merchant ID: Ref #:
Term ID: 001
Clerk ID: 5

#3 SOUP SAND SPECIAL \$12.99
MDSE ST \$12.99
GST TAX \$0.65

Pre-Auth Compl

***TOTAL \$13.64
CASH \$20.00
CHANGE \$6.36

MASTERCARD Entry Method: Manual

11/16/14 06:48:39

Inv #: Appr Code:

Apprvd Batch#:

Original Pre Auth Amount: \$ 400.07

Total: \$ 397.56

PHONE 403-347-8904

THANK YOU

Customer Copy

THE UNDERGROUND TAP
& GRI
10004 JASPER AVE
EDMONTON, AB T5J1R3
7804251880

SALE

Server #:
MID:
TID: REF#:
Batch #: 18:12:09
11/16/14
Cust Ref#:
APPR CODE:
MASTERCARD
***** **/**

Underground Tap & Grill
The Underground Tap & Grill
10004 Jasper Ave
780-425-1880
GST# 823839485

Date: Nov 16, 2014 18:09:43

Table:
TableTransId:
TransId:
Seats: 1
Server:

AMOUNT \$21.10
TIP \$3.00
TOTAL \$24.10

1 Bison Burger 15.00
1 Caesar Salad 2.00
1 Ice- Tea 3.25

APPROVED

Subtotal 20.25
GST 0.85
Total 21.10
Balance 21.10

AID: A000000
TVR: 00 00 00 80 00
TSt: E8 00

THANK YOU
PLEASE COME AGAIN

Join us next month for our
Elysian Tap Take Over

CUSTOMER COPY

www.undergroundtapandgrill.com

