

expense | monthly tracking report

claimant | King, Pamela
position | Trustee, Wards 5 & 10
level | Board of Trustees
reporting period | May 1 to June 30, 2015
date of report | August-14-15



**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
ASBA Spring General Mtg.	06/01/2015	Registration - ASBA SGM, Red Deer, AB June 1/2, 2015 (Attended an ASBA B of D Mtg. May 31, 2015)	\$630.00	travel	PD course or registration fee
ASBA Spring General Mtg.	06/01/2015	Mileage - Calgary to Red Deer return May 31 to June 2, 2015	\$150.00	travel	PD mileage
ASBA Spring General Mtg.	06/01/2015	Accommodation, ASBA SGM, Red Deer,	\$415.98	travel	PD accommodation
ASBA Spring General Mtg.	06/01/2015	Meals - ASBA SGM, Red Deer, AB May 31, 2015	\$30.40	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: June 25, 2015

Trustee's Name Pamela King, Trustee Wards 5 & 10

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

Departure and Return Date May 31-June 2, 2015

Destination: Red Deer, 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 300 Km @ 50¢/Km (submit via PeopleSoft)	150.00		150.00		N/A
Parking – at Destination					
Accommodation					
2 Nights @ \$ 207.99 (Single Rate)	415.98		415.98		
Telecommunication Charges (Internet, Phone calls)					
Meals – Receipts required (Including tips, excluding meals covered by Conference or Others)					
1 Breakfast(s) (Maximum \$12.00 each)	12.90		12.00	<.90>	
Lunch(es) (Maximum \$17.00 each)					
1 Dinner(s) (Maximum \$26.00 each)	18.40		18.40		
Other – Provide Details					
TOTAL COST OF TRIP	1227.28		1226.38		
AMOUNT DUE TO CLAIMANT / <CBE>				<.90>	Paid Cheque # 151
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

A · S · B · A
Alberta School Boards
Association

INVOICE


NUMBER

DATE June 15, 2015

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

Customer Number	P.O. NUMBER	TERMS		
CAL02		Due on Receipt		
DESCRIPTION	REQ.	UNIT PRICE	EXTENDED PRICE	
Spring General Meeting 2015 Attendee(s): Pamela King	1	600.00	600.00	
				
			NET AMOUNT	600.00
			FREIGHT G.S.T.	30.00
			TOTAL DUE	\$630.00

Sheraton Red Deer
 3310 50 Avenue
 Red Deer, AB T4N 3X9
 Canada
 Tel: 403-346-2091 Fax: 403-340-0255



Pamela King
 1221 8 ST SW
 CALGARY, AB T2R 0L4
 Canada

Page Number : 1 Invoice Nbr
 Guest Number :
 Folio ID :
 Arrive Date : 31-MAY-15 16:21
 Depart Date : 02-JUN-15 08:34
 No. Of Guest : 1
 Room Number :
 Club Account : SPG - Axxxxx

Copy Tax Invoice

Tax ID : R849702444
 Sheraton Red Deer 02-JUN-15 08:40 CLAMAN

Date	Reference	Description	Charges (CAD)	Credits (CAD)
31-MAY-15	0084	VLT Lounge	18.40	
31-MAY-15	RT1012	Room Charge	189.00	
31-MAY-15	RT1012	GST Room Charge	9.54	
31-MAY-15	RT1012	Tourism Levy	7.56	
31-MAY-15	RT1012	Destination Marketing Fee	1.89	
01-JUN-15	0010	Barbero's	17.90	
01-JUN-15	0010	To Sales & Promo		-5.00
01-JUN-15	RT1012	Room Charge	189.00	
01-JUN-15	RT1012	GST Room Charge	9.54	
01-JUN-15	RT1012	Tourism Levy	7.56	
01-JUN-15	RT1012	Destination Marketing Fee	1.89	
02-JUN-15	MC	MasterCard / Diners Intl		-447.28
		** Total	452.28	-452.28
		*** Balance	0.00	

GST Summary	GST# R849702444	Amount (CAD)
GST Room Revenue		19.08
GST Food & Beverage		1.58
GST Telephone		0.00
GST Other		0.00
Tell us about your stay www.sheraton.com/reviews		20.66

Continued on the next page

Sheraton Red Deer
 3310 50 Avenue
 Red Deer, AB T4N 3X9
 Canada
 Tel: 403-346-2091 Fax: 403-340-0255



Pamela King
 1221 8 ST SW
 CALGARY, AB T2R 0L4
 Canada

Page Number : 2 Invoice Nbr
 Guest Number :
 Folio ID :
 Arrive Date : 31-MAY-15 16:21
 Depart Date : 02-JUN-15 08:34
 No. Of Guest : 1
 Room Number :
 Club Account : SPG - Axxxx

EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room Chgs	Food & Bev	Telephone	Other	Total	Payment
05-31-2015	207.99	18.40	0.00	0.00	226.39	0.00
06-01-2015	207.99	17.90	0.00	-5.00	220.89	0.00
06-02-2015	0.00	0.00	0.00	0.00	0.00	-447.28
Total	415.98	36.30	0.00	-5.00	447.28	-447.28

Handwritten calculation:
 415.98 + 36.30 = 452.28
 452.28 - 5.00 = 447.28

SHERATON HOTEL
RED DEER
BARBEROS GST#84970244

0010a Table 2 #Party 1
NAOMI M SvrCk: 7:38a 06/01/15
BARBEROS

1 BREAKFAST BUFFET 15.50
Sub Total: 15.50

Sub Total: 15.50
GST : 0.78
06/01 7:48a TOTAL: 16.28

***** ROOM CHARGE ONLY *****

GRATUITY: _____

TOTAL: 17.90

NAME: KING

SIGNATURE: _____

ROOM #: _____
PLEASE PAY SERVER!

*CBE Maximum claim
is \$12.00 for Breakfast*

SHERATON HOTEL
RED DEER
VLT LOUNGE GST# 8497
02444RT0017

0084a-4 Table 998 #Party 0
P.M. V SvrCk: 5:33p 05/31/15
VLT LOUNGE

1 STEAK SANDWICH,
add mushrooms (1.50),
sub caesar (1.50) 16.00
Sub Total: 16.00

Sub Total: 16.00
GST : 0.80
05/31 6:25p TOTAL: 16.80

***** ROOM CHARGE ONLY *****

GRATUITY: _____

TOTAL: 18.40

NAME: KING

SIGNATURE: _____

ROOM #: _____
PLEASE PAY SERVER!