

# expense | monthly tracking report

claimant | Ferguson, Lynn

position | Trustee, Wards 3 & 4

level | Board of Trustees

reporting period | November 1 to December 31, 2015

date of report | February-12-16



**Calgary Board  
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
ASBA Fall General Meeting	Nov 15, 2015	Registration - ASBA FGM, Edmonton, AB Nov 15-17, 2015	\$708.75	travel	PD course or registration fee
ASBA Fall General Meeting	Nov 15, 2015	Mileage - Calgary to Edmonton return, Nov 15-17, 2015	\$300.00	travel	PD mileage
ASBA Fall General Meeting	Nov 15, 2015	Parking - ASBA FGM, Edmonton, AB Nov 15-	\$60.90	travel	PD general
ASBA Fall General Meeting	Nov 15, 2015	Accommodation - ASBA FGM, Edmonton, AB Nov 15-17, 2015	\$359.26	travel	PD accommodation
ASBA Fall General Meeting	Nov 15, 2015	Meals - ASBA FGM, Edmonton, AB Nov 15-17, 2015	\$46.72	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: Nov. 25, 2015

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

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

Departure and Return Date Nov 15/17, 2015

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
<b>Registration/Conference Fees</b>	708.75		708.75		
<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	60.90		60.90		
<b>Accommodation</b>					
2 Nights @ \$ <u>179.63</u> (Single Rate)	359.26		359.26		
<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)					
2 Dinner(s) (Maximum \$26.00 each)	46.72			46.72	
<b>Other – Provide Details</b>					
<b>TOTAL COST OF TRIP</b>	1475.63		1428.91		
<b>AMOUNT DUE TO CLAIMANT / &lt;CBE&gt;</b>				46.72	
<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 U

Payment Authorization U



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

(403) 817-7933 Ext.

# INVOICE

NUMBER

DATE December 07, 2015

Customer Number	P.O. NUMBER	TERMS		
CAL02		Due on Receipt		
DESCRIPTION	REQ.	UNIT PRICE	EXTENDED PRICE	
Fall General Meeting 2015 Attendee(s): L. Ferguson	1	675.00	675.00	
		RECEIVED DEC 22 2015 ACCOUNTS PAYABLE		
		<i>Ferguson</i>		
			NET AMOUNT	675.00
			FREIGHT G.S.T.	33.75
			<b>TOTAL DUE</b>	<b>\$708.75</b>



## Kilometre Travel Log

Complete this form to track kilometres travelled. To receive payment, please enter the total weekly kilometres into your timesheet in PeopleSoft then submit a hardcopy of the Kilometre Travel Log form to your Manager or Principal. You may wish to retain a copy for your own records.

<b>Section 1: Your Employee Information</b> <i>To be completed by Employee</i>				
<b>Employee ID:*</b>		<b>First Name:*</b> Lynn	<b>Last Name:*</b> Ferguson , Trustee Wards 3 & 4	
<b>Section 2: Trip Details:</b> <i>To be completed by Employee</i> Record the date, purpose, beginning and ending locations, and distance of each trip on a separate row.				
Date DD-MM-YY	Purpose for Trip	Trip Starts From	Trip Ends At	Distance in km
15-11-15	ASBA Fall General Mtg.	Calgary	Edmonton	300
17-11-15		Edmonton	Calgary	300
<b>The total weekly km must be entered into the timesheet in PeopleSoft.</b>			<b>Total Kilometres</b>	<b>600</b>
<b>Section 3:</b> <i>To be completed by Employee and Approver</i> The approver must create a PDF copy of the completed Travel Log and send to: <a href="mailto:cbeincoming@westcanadian.com">cbeincoming@westcanadian.com</a>				
<b>Employee Signature:*</b>		<b>Time Approver Name:*</b> Janice Barkway		
<b>Employee Phone:*</b> 403-817-7926 U		<b>Time Approver Signature:*</b>		
<b>Date</b> DD-MM-YY: *		<b>Time Approver Phone:*</b> 403-817-7924		<b>Date</b> DD-MM-YY: * Dec. 2/15 ✓

Personal information is collected under the authority of Alberta's Freedom of Information and Protection of Privacy Act (FOIP). This information will be used for the management of personnel and for the delivery of various Human Resources programs at the Calgary Board of Education. It will be treated in accordance with the privacy protection provisions of FOIP. If you have any questions about the FOIP Act, please access <http://www.cbe.ab.ca/legal/foip>. If you have any questions about this form and/or the use of the information, please contact the Employee Contact Centre at 1-877-353-2555.

The Westin Edmonton  
 10135 100 St  
 Edmonton, AB T5J 0N7  
 Canada  
 Tel: 780-426-3636 Fax: 780-428-1454



Lynn Ferguson  
 1221 8th St. S.w  
 Calgary, AB T2R 0L4  
 Canada

Page Number : 1 Invoice Nbr  
 Guest Number :  
 Folio ID : A  
 Arrive Date : 15-NOV-15 14:31  
 Depart Date : 17-NOV-15 08:51  
 No. Of Guest :  
 Room Number :  
 Club Account :

Copy Tax Invoice

Tax ID : 815461330RT0001

The Westin Edmonton 17-NOV-15 09:00 BRADSMO

Date	Reference	Description	Charges (CAD)	Credits (CAD)
15-NOV-15	DEPOSIT	Deposit Applied		-179.63
15-NOV-15	RT620	Room Charge	160.00	
15-NOV-15	RT620	GST	8.24	
15-NOV-15	RT620	Destination Marketing Fee	4.80	
15-NOV-15	RT620	Tourism Levy	6.59	
15-NOV-15	RT620	Parking Self	29.00	
15-NOV-15	RT620	GST	1.45	
16-NOV-15	RT620	Room Charge	160.00	
16-NOV-15	RT620	GST	8.24	
16-NOV-15	RT620	Destination Marketing Fee	4.80	
16-NOV-15	RT620	Tourism Levy	6.59	
16-NOV-15	RT620	Parking Self	29.00	
16-NOV-15	RT620	GST	1.45	
17-NOV-15	MC	Mastercard		-240.53
** Total			420.16	-420.16
*** Balance			0.00	

Continued on the next page

The Westin Edmonton  
 10135 100 St  
 Edmonton, AB T5J 0N7  
 Canada  
 Tel: 780-426-3636 Fax: 780-428-1454



Lynn Ferguson  
 1221 8th St. S.w  
 Calgary, AB T2R 0L4  
 Canada

Page Number : 2 Invoice Nbr  
 Guest Number :  
 Folio ID : A  
 Arrive Date : 15-NOV-15 14:31  
 Depart Date : 17-NOV-15 08:51  
 No. Of Guest :  
 Room Number :  
 Club Account :

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EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room	GST	Tour Levy	Food/Bev	Phone	Other	Total	Payment
11-15-2015	160.00	8.24	6.59	0.00	0.00	-144.38	30.45	0.00
11-16-2015	160.00	8.24	6.59	0.00	0.00	35.25	210.08	0.00
11-17-2015	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-240.53
<b>Total</b>	<b>320.00</b>	<b>16.48</b>	<b>13.18</b>	<b>0.00</b>	<b>0.00</b>	<b>-109.13</b>	<b>240.53</b>	<b>-240.53</b>

\*\*\*\*\*  
 CHECK # 425497                      DATE 11/16/15  
 TABLE # 151                         TIME 7:17PM  
 -----

--           DINING : LYDIA           --

SEAT#	ITEMS ORDERED	AMOUNT
5	BUTTERNUT RAVIOLI	11.99
	DESSERT IN A JAR	9.00
	SUBTOTAL	20.99
	GST	1.05
		-----
		22.04
	TOTAL	22.04

\*\*\*\*\*

SUBTOTAL	20.99
GST	1.05

-----  
 TOTAL DUE                      22.04  
 -----

ROUNDED TOTAL	0.01
	22.05

-----

# OF GUESTS                      1

New Year's Eve 2016  
 Brewmaster's Dinner & Dance  
 Tickets Now on Sale!  
 Ask your server for details  
 or visit us online at  
 CRAFTbeermarket.ca  
 780.424.BEER(2337)

GST# 843991241 RT0001

\*\*\*\*\*  
 CHECK # 425275                      DATE 11/15/15  
 TABLE # 103                        TIME 6:56PM  
 -----

--           DINING : GABRIEL       --

SEAT#	ITEMS ORDERED	AMOUNT
3	STEAK SAND	21.00
	\$sub yam fries	2.50
	SUBTOTAL	23.50
	GST	1.18
		-----
		24.68
	TOTAL	24.68

\*\*\*\*\*

SUBTOTAL	23.50
GST	1.18

-----  
 TOTAL DUE                      24.68  
 -----

ROUNDED TOTAL	0.02
	24.70

-----

# OF GUESTS                      1

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 or visit us online at  
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 780.424.BEER(2337)

GST# 843991241 RT0001