

# expense | monthly tracking report

claimant | King, Pamela

position | Trustee, Wards 5 & 10

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	\$24.68	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 P. King, Trustee, Wards 5 & 10

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 @ \$ 179.63 (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)					
1 Dinner(s) (Maximum \$26.00 each)	24.68		24.68	24.68	
<b>Other – Provide Details</b>					
<b>TOTAL COST OF TRIP</b>	1453.59		<del>1453.59</del> 1428.91		
<b>AMOUNT DUE TO CLAIMANT / &lt;CBE&gt;</b>				24.68	
<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 

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

**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): P. King	1	675.00	675.00
		NET AMOUNT	675.00
		FREIGHT G.S.T.	33.75
		<b>TOTAL DUE</b>	<b>\$708.75</b>

RECEIVED  
DEC 22 2015  
ACCOUNTS PAYABLE



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

Pamela King  
 1221 8th St. S.w  
 Calgary, AB T2R 0L4  
 Canada  
 Email:  
 SBK15D - ASBA 2015

Page Number : 1  
 Guest Number:  
 Folio ID : A  
 No. Of Guest:  
 Room Number :  
 Room Rate : 160.00  
 Club Account:

Invoice Nbr:  
 Arrive Date: 15-NOV-15 14:15  
 Depart Date: 17-NOV-15 11:59

Tax Invoice

Tax ID: 815461330RT0001  
 The Westin Edmonton 17-NOV-15 11:59 BRADSMO

Date	Reference	Description	Charges	Credits
15-NOV-15	DEPOSIT	Deposit Applied		-179.63
15-NOV-15	RT502	Room Charge	160.00	
15-NOV-15	RT502	GST	8.24	
15-NOV-15	RT502	Destination Marketing Fee	4.80	
15-NOV-15	RT502	Tourism Levy	6.59	
15-NOV-15	RT502	Parking Self	29.00	
15-NOV-15	RT502	GST	1.45	
16-NOV-15	RT502	Room Charge	160.00	
16-NOV-15	RT502	GST	8.24	
16-NOV-15	RT502	Destination Marketing Fee	4.80	
16-NOV-15	RT502	Tourism Levy	6.59	
16-NOV-15	RT502	Parking Self	29.00	
16-NOV-15	RT502	GST	1.45	
17-NOV-15	MC	Mastercard		-240.53
		** Total	420.16	-420.16

Continued on the next page

Tell us about your stay. [www.westin.com/reviews](http://www.westin.com/reviews) to late Sunday checkouts.  
 Book your next Westin Weekend at [westin.com/weekend](http://westin.com/weekend)

KING

\*\*\*\*\*  
CHECK # 425496                      DATE 11/16/15  
TABLE # 151                              TIME 7:17PM  
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--                      DINING : LYDIA                      --

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

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SUBTOTAL	23.50
GST	1.18

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TOTAL DUE                      24.68  
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ROUNDED TOTAL	0.02
	24.70

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# 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