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



| 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 |
| | | | | | |



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.

Date: Nov. 25, 2015 Details of Trip | Fleuse Print 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 | **Total Cost** Exchange **Amount Paid Amount Paid By** Alias to be Charged for (Indicate Rate by CBE **Claimant For Out of** Claimant's Expenses Please attach receipts currency **Adjusted** Invoice/P-Card/ **Pocket** If not Cdn) **Amount Payroll for Mileage Expenditures** (including GST) (If applicable) (including GST) Registration/Conference Fees 708.75 708.75 **Travel Costs** Airfare Insurance Rail/Bus Taxi/Shuttle Bus/Car Rental at Destination Personal Vehicle 6000 Km @ 300.00 300.00 50¢/Km (submit via PeopleSoft) Parking - at Destination 60.90 60.90 Accommodation Nights @ \$ 179.63 359.26 359.26 (Single Rate) **Telecommunication Charges** (Internet, Phone calls) Meals - Receipts required (Including tips, excluding meals covered by Conference or Others) Breakfast(s) (Maximum \$12.00 each) Lunch(es) (Maximum \$17.00 each) Dinner(s) 24.68 24.68 24.68 (Maximum \$26.00 each) Other - Provide Details **TOTAL COST OF TRIP** 1453.59 1453.59 1428.91 AMOUNT DUE TO CLAIMANT / <CBE> 24.68

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.









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

33.75

\$708.75

FREIGHT G.S.T.

TOTAL DUE

| Customer Number | P.O. NUMBER | | TERMS | |
|--------------------------|-------------|-----|---------------|-------------------|
| CAL02 | | | pt | |
| DESCRIPTION | | REQ | . UNIT PRICE | EXTENDED PRICE |
| all General Meeting 2015 | | | 1 675.00 | 675.00 |
| ttendee(s): King | | | | |
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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.

| Section 1: Yo | our Employee Informa | ation To be comple | ted by Employee | | |
|--|---|------------------------------|--|---|------------------|
| Employee ID:* First Name:* Pamela Last Name:* King, Trustee Wards 5 & 10 | | | | | 10 |
| Section 2: Tr | ip Details: To be comp h trip on a separate row. | pleted by Employee | Record the date, purpose, l | beginning and ending location | ons, and |
| Date DD-MM-YY | Purpose for Trip | Tr | ip Starts From | Trip Ends At | Distance in km |
| 15-11-15 | ASBA Fall Genera | al Mtg. C | algary | Edmonton | 300 |
| 17-11-15 | | | dmonton | Calgary | 300 |
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| Section 3: To and send to: cb | be completed by Emp eincoming@westcanadia | oloyee and Approve in.com | The approver must create a | a PDF copy of the complete | d Travel Log |
| Employee Signature:* | | | Time Approver Name:* Janice Barky | | |
| Employee Phone:* | nployee 403-817-7929 | | Time Approver Signature:* | | |
| Date DD-MM-YY | | | Date DD-MM-YY:* \[\sum_{\chi(\chi,2)}/\line{\chi} \] | | |
| management of pers | onnel and for the delivery of var | rious Human Resources pro | ormation and Protection of Privacy/A grams at the Calgary Board of Educa ase access http://www.cbe.ab.ca/leg | ation. It will be treated in accordance | with the privacy |

Kilometre Travel Log Revision Date: 2013/03/14

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

Pamela King Page Number: 1 Invoice Nbr:

1221 8th St. S.w Guest Number: Arrive Date: 15-NOV-15 14:15 Calgary, AB T2R 0L4 Folio ID : A Depart Date: 17-NOV-15 11:59

Canada No. Of Guest:
Room Number:

Email: Room Rate : 160.00

SBK15D - ASBA 2015 Club Account:

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 | į |
| 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 to late Sunday checkouts. Book your next Westin Weekend at westin.com/weekend

KING

| CHECI TABLI | *********** 4 | DAT TIM | E 11/16/15 E 7:17PM | | |
|-----------------|------------------------------|---------------------------------------|------------------------|--|--|
| ~- | DINING : | : LYDIA | | | |
| SEAT# | ITEMS ORDERED |) | AMOUNT | | |
| 3 | STEAK SAND \$sub yam frie | es | 21.00 2.50 | | |
| | | SUBTOTAL GST | 23.50 1.18 | | |
| | | | 24.68 | | |
| | | TOTAL | 24.68 | | |
| *************** | | | | | |
| SI | JBTOTAL GST | | 23.50 1.18 | | |
| TOT | AL DUE | · · · · · · · · · · · · · · · · · · · | 24.68 | | |
| | ROUNDED 10TAL | | 0.02 24.70 | | |

OF GUESTS

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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