expense | monthly tracking report

claimant | Stewart, Amber position | Trustee, Wards 12 & 14 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 Nove 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		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	\$39.59	travel	PD food/non alcoholic beverage

Calgary BoardTrusteeProfessionalDevelopmentandof EducationTravel & SubsistenceExpenseReport

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 Prot	Date: <u>Nov 25, 201</u>	5			
Trustee's Name <u>A. Stewart, Vice-C</u> Purpose of Trip / Name of Conferen					
Departure and Return Date Nov 15			_Destination: Edmoi	nton, 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	708.75		708.75		
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		
Parking – at Destination	60.90		60.90		
Accommodation					
2 Nights @ \$ <u>179.63</u> (Single Rate)	359.26		359.26		
Telecommunication Charges					
(Internet, Phone calls)					
Meals – Receipts required					
(Including tips, excluding meals covered by Conference or Others)					
0 Breakfast(s) (Maximum \$12.00 each)					
0 Lunch(es) (Maximum \$17.00 each)					
2 Dinner(s) (Maximum \$26.00 each)	39.59			39.59	
Other – Provide Details					
TOTAL COST OF TRIP	1468.50		1428.91		
AMOUNT DUE TO CLAIMANT / <cbe></cbe>				39.59	
CCT Developed A					

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.

Payment Authorization

A · S · B · A Alberta School Boards Association

INVOICE

NUMBER

DATE

December 07, 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

(403) 817-7933 Ext.

Customer Number	P.O. NUMBER		TERMS	
CAL02			Due on Receipt	
DESCRIPTION		REQ.		EXTENDED
Fall General Meeting 2015 Attendee(s):		1	675.00	675.00
A.Stewart				
		26-1		
		Ν	IET AMOUNT	675.00
			FREIGHT G.S.T.	33.75
			0.0.1.	55.75
			TOTAL DUE	\$708.75



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 E	mployee Information To be con	npleted by Employee			
Employee ID	:*	First Name:* Ambe	er Last Name:* Stewa	rt, Trustee Wards 12 &	14	
		tails: To be completed by Emplo on a separate row.	eyee Record the date, purpose,	beginning and ending locat	ions, and	
Date DD-MM-YY	Purp	oose for Trip	Trip Starts From	Trip Ends At	Distance in km	
15-11-15	AS	BA Fall General Mtg.	Calgary	Edmonton	300	
17-11-15			Edmonton	Calgary	300	
The total week	ly km	must be entered into the timeshe	et in PeopleSoft.	Total Kilometres	600	
		ompleted by Employee and Appr ming@westcanadian.com	over The approver must create	a PDF copy of the complete	ed Travel Log	
Employee Signature:*		<u>.</u>	Time Approver Name:*	Janice Barkway		
Employee Phone:*	403-817-7930 Time Approver Signature:*				4	
Date DD-MM-YY	-YY: * Time Approver Phone:* Date DD-MM-YY:* Sec. 2//S					
management of per protection provision	sonnel a s of FO	ected under the authority of Alberta's <i>Freedom</i> and for the delivery of various Human Resource IP. If you have any questions about the FOIP A lation, please contact the Employee Contact Ce	es programs at the Calgary Board of Edu ct, please access http://www.cbe.ab.ca/le	cation. It will be treated in accordan	ce with the privacy	

Kilometre Travel Log Revision Date: 2013/03/14

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

Amber Stewart 1221 8th St. S.w Calgary, AB T2R 0L4 Canada



Page Number	:	1	Invoice Nbr
Guest Number	:		
Folio ID	:	Α	
Arrive Date	:	15-NOV-15	14:50
Depart Date	:	17-NOV-15	08:31
No. Of Guest	:		
Room Number	:		
Club Account	:		

Copy Tax Invoice

Tax ID : 815461330RT0001

The Westin	Edmonton 17-1	NOV-15 08:40 SHUAKAD		
Date	Reference	Description	Charges (CAD)	Credits (CAD)
15-NOV-15	DEPOSIT	Deposit Applied		-179.63
15-NOV-15	RT1914	Room Charge	160.00	
15-NOV-15	RT1914	GST	8.24	
15-NOV-15	RT1914	Destination Marketing Fee	4.80	
15 - NOV-15	RT1914	Tourism Levy	6.59	
15-NOV-15	RT1914	Parking Self	29.00	
15-NOV-15	RT1914	GST	1.45	
16-NOV-15	RT1914	Room Charge	160.00	
16-NOV-15	RT1914	GST	8.24	
16-NOV-15	RT1914	Destination Marketing Fee	4.80	
16-NOV-15	RT1914	Tourism Levy	6.59	
16-NOV-15	RT1914	Parking Self	29.00	
16-NOV-15	RT1914	GST	1.45	
17-NOV-15	MC	Mastercard		-240.53
		** Total	420.16	-420.16
		*** Balance	0.00	ŕ

Continued on the next page

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

Amber Stewart 1221 8th St. S.w Calgary, AB T2R 0L4 Canada



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2 . . .

Page Number	:	2	Invoice Nbr
Guest Number	:		
Folio ID	:	Α	
Arrive Date	:	15-NOV-15	14:50
Depart Date	:	17-NOV-15	08:31
No. Of Guest	:		
Room Number	:		
Club Account	:		

BETTER BALANCE - The soothing scent of White Tea revitalizes and uplifts from the moment you step through our doors. Enhance any environment by tak our signature scent home with you. Learn more at westin.com/store

As a Starwood Preferred Guest, you could have earned 640 Starpoints for this visit. Please provide your member number or enroll today.

Tell us about your stay. www.westin.com/reviews

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	210.0 8	0.00
11-17-2015	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-240.53

Total	320.00	16.48	13.18	0.00	0.00	-109.13	240.53	-240.53

**************************************	DATE TIME	********** 11/16/15 7:17PM
DINING : LY	/DIA	·· •
SEAT# ITEMS ORDERED		amount
6 BAC/BLUE CHEESE \$sub yam fries	BURGER	17.00 2.50
SUB	ITOTAL GST	19.50 0.98
		20.48
	TOTAL	20.48
*****	*******	*****
SUBTOTAL GST	1	9.50 0.98
TOTAL DUE	2	0.48
Ruunded total		0.02 20.50

• \$ \$ \$.e

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OF GUESTS

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

GST# 843991241 RT0001

CHECK TABLE	# #	429 103	5274 3			DATE	11, (******* /15/15 6:56PM
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	RØ	UND	ED T	UTAL				-0.01 19.10

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 CRAFIbeermarket.ca 780.424.018(2337)

GST# 843991241 RT0001