

expense | monthly tracking report

claimant | Stewart, Amber
position | Trustee, Wards 12 & 14
level | Board of Trustees
reporting period | January 1 to February 28, 2016
date of report | April-08-16



**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
TEBA Meeting	01/18/2016	Accommodation Jan 17/18, 2016	\$162.79	travel	BUS accommodation
TEBA Meeting	01/17/2016	Mileage - Calgary to Edmonton Return	\$300.00	travel	BUS mileage
TEBA Meeting	01/29/2016	Flight - Calgary to Edmonton Return	\$401.36	travel	BUS airfare/bus/rail
TEBA Meeting	02/23/2016	Accommodation Feb 23/25, 2016	\$238.02	travel	BUS accommodation
TEBA Meeting	02/23/2016	Mileage - Calgary to Edmonton Return	\$300.00	travel	BUS mileage
TEBA Meeting	02/24/2016	Meals - TEBA Meeting	\$26.00	travel	BUS 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: January 19 2016

Trustee's Name Vice-Chair Amber Stewart

Purpose of Trip / Name of Conference: TEBA Meeting

Departure and Return Date January 17, Return 18 2016 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
Registration/Conference Fees					
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					
Accommodation					
1 Nights @ \$ 162.79 (Single Rate)	162.79			162.79	
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) (Maximum \$26.00 each)					
Other – Provide Details					
TOTAL COST OF TRIP	462.79		300.00		

AMOUNT DUE TO CLAIMANT / <CBE> 162.79

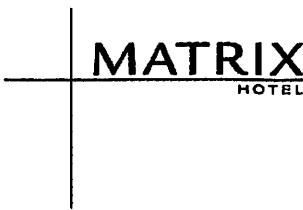
GST Breakout Area

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



Miss Amber Stewart
1221 8Th Street Sw
Calgary AB T2R 0L4

Room Number:
Arrival Date: 01-17-16
Departure Date: 01-18-16
Page No: 1 of 1

Guest Name:

INFORMATION INVOICE

Folio No:

01-18-16

Date	Description	Charges	Credits
01-17-16	Room Revenue	145.00	
01-17-16	Destination Marketing Fee - 3%	4.35	
01-17-16	Tourism Levy - 4%	5.97	
01-17-16	Room GST - 5%	7.47	
01-18-16	Mastercard		162.79
Total		162.79	162.79
Balance		0.00	

Signature:

I agree that my liability for all charges is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges. G.S.T. #866344302 RT 0001



Kilometre Travel Log

Directi

ns: 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: Your Employee Information <i>To be completed by Employee</i>				
Employee ID:* First Name:* Amber Last Name:* Stewart, Vice-Chair, Trustee Wards 12&14				
Section 2: Trip Details: <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
17-01-2016	TEBA Meeting	Calgary	Edmonton	300
18-01-2016		Edmonton	Calgary	300
The total weekly km must be entered into the timesheet in PeopleSoft.			Total Kilometres	600
Section 3: To be completed by Employee and Approver The approver must create a PDF copy of the completed Travel Log and send to: cbeincoming@westcanadian.com				
Employee Signature:*		Time Approver Name:*	Janice Barkway	
Employee Phone:*	403-817-7930	Time Approver Signature:*		
Date DD-MM-YY: *	Time Approver Phone:*	Date DD-MM-YY:*		
	403-817-7924	Jan. 22/16 ✓		
<small>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.</small>				



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 (Optional)

Date: February 08 2016

Trustee's Name Vice-Chair Amber Stewart

Purpose of Trip / Name of Conference: TEBA Meeting

Departure and Return Date January 29, Return 29 2016 Destination: Edmonton, Alberta

Description of Expenses (Indicate attachments)	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					
Travel Costs					
Airfare	401.36			401.36	
Insurance					
Rail/Bus					
Taxi/Shuttle Bus/Car Rental at Destination					
Personal Vehicle Km @ 50¢/Km (submit via PeopleSoft)					
Parking – at Destination					
Accommodation					
Nights @ \$ _____ (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) (Maximum \$26.00 each)					
Other – Provide Details					
TOTAL COST OF TRIP	401.36				
AMOUNT DUE TO CLAIMANT / <CBE>				401.36	

GST Breakout Area

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Claimant's Signature

Payment Authorization

Amber Stewart

From: noreply@itinerary.westjet.com on behalf of WestJet Airlines
<noreply@itinerary.westjet.com>
Sent: Wednesday, January 20, 2016 7:47 PM
To: Amber Stewart
Subject: Reservation Confirmation



WestJet
22 Aerial Place N.E.
Calgary, Alberta,
Canada
Tel: 1-888-9378538

Thank you for choosing WestJet. Please read these important details carefully regarding your purchase and itinerary.

Please keep this information for your records as WestJet cannot provide this information to you later than seven days after the completion of your last flight.

This is an automated message system. Please do not respond. If you have any concerns about this message or if you have received this message in error, please contact WestJet at 1-888-9378538 (1-888-WESTJET).

Booking Confirmation

Your reservation code is: **LSCUQB**

Main contact: Mrs Amber Stewart
E-mail:
Phone Number:

For more information on flying with WestJet, including baggage fees, please visit [Travel Info](#). Please ensure that if your travel plans include a flight on a WestJet Encore turboprop aircraft that you review the [following details](#) as there are some differences in allowances and amenities from flights on our larger WestJet Boeing 737 aircraft. If you are flying to Dublin, there are also some [specific regulations](#) you should be aware of before you leave.

Guest

Mrs. Amber Stewart Flight Calgary (YYC)-Edmonton (YEG),Edmonton (YEG)-Calgary (YYC)
Ticket Number TN8382113364179
Seat YYC-YEG: 7D;YEG-YYC: 7D

Air Itinerary Details

WS3394 Calgary, CA Edmonton, CA Fare type: Econo
Operated by WESTJET Fri 29 Jan, 2016 07:00 AM Fri 29 Jan, 2016 08:00 AM Non-stop
ENCORE

WS3231 Edmonton, CA Calgary, CA Fare type: Flex
Operated by WESTJET Fri 29 Jan, 2016 06:00 PM Fri 29 Jan, 2016 07:00 PM Non-stop
ENCORE

Fare breakdown

Guest type	Base fare per guest	Air transportation charges per guest	Taxes, fees and charges per guest	Total fare per guest	Number of guests	Total fare
adult	CAD 274.00	CAD 24.00	CAD 92.86	CAD 390.86	x 1	CAD 390.86
						Total airfare: CAD 390.86

Tax details

Rate code	Description	Amount
XG	Goods and Services Tax (GST)	CAD 18.61
CA	Air Travellers Security Charge (ATSC)	CAD 14.25
SQ	Airport Improvement Fee (AIF)	CAD 60.00
		Total taxes: CAD 92.86

Fare family benefits

YYC-YEG: Econo Seat Sale Benefits

- First checked bag fee of \$25-29.50 CAD for flights within Canada or to/from the U.S.^{1,2}
- Second checked bag fee of \$25-29.50 CAD^{1,2}

¹ Not applicable on flights operated by our airline partners. ² For bookings made on or after November 3, 2015 for travel on or after January 6, 2016 a first checked bag fee applies to all destinations, and a second checked bag fee of \$35-41.30 CAD applies.

Fare family benefits

YEG-YYC: Flex Seat Sale Benefits

- No fee for first checked bag¹
- Second checked bag fee of \$25-29.50 CAD^{1,2}
- Lower change and cancellation fees

¹ Not applicable on flights operated by our airline partners. ² For bookings made on or after November 3, 2015 for travel on or after January 6, 2016 a second checked bag fee of \$35-41.30 CAD applies.

Seats

Regular seat	WS 3394 YYC - YEG Seat 7D Mrs Amber Stewart	CAD 5.00 + CAD 0.25 Tax
Regular seat	WS 3231 YEG - YYC Seat 7D Mrs Amber Stewart	CAD 5.00 + CAD 0.25 Tax
		Total Seats: CAD 10.50

Total

Charged to MASTERCARD XXXX XXXX XXXX **CAD 401.36**

WestJet offers

Get travel insurance

Don't forget to include travel insurance as part of your trip. WestJet has partnered with RBC Insurance® to provide you with the right coverage for your travel experience. [Get a quote](#)

Important Information

Thank you for choosing WestJet
QST # 1202807956TQ0001 GST # 866112535

- Terms and conditions of carriage, baggage allowances, baggage fees and service fees may differ significantly if you are travelling on one of our [airlines partners](#); it is important to familiarize yourself with the terms and conditions of the airline operating the flight. To view the baggage allowances and fees of our code-share partners, visit our [code-share baggage](#) info page.
- [Positive identification](#) is required at check-in. Please ensure the name on the reservation matches the identification for the guest prior to check in.
- Please check in a minimum of 90 minutes prior to scheduled departure for flights within Canada, and 2 hours prior for international flights and flights to the United States.
- Guests are required to be through security and at their departure gate 30 minutes prior to the scheduled departure of their flight.
- Failure to show up for the first flight segment of a scheduled round trip or multi-segment reservation will result in the cancellation of the return segment or remaining segments. The fare paid for these segments will be forfeited and compensation will not be issued.
- For detailed information on your flight visit:
 - [Fares, taxes and fees](#) (For [change/cancel guidelines](#), [baggage fees](#), [service fees](#) and other [taxes and fees](#))
 - [Baggage allowances](#) (Carry-on, checked, sporting goods, restricted items)
 - [Seat selection](#) (How it works, changing your seat and more)
 - [Inflight services](#) ([Buy on board](#), [up! magazine](#) and more)
 - [Inflight entertainment](#) for information on our live seatback television.
- Carbonzero and WestJet have teamed up to provide you the opportunity to help reduce the effects of climate change and mitigate the greenhouse gas emissions associated with air travel through the [purchase of carbon offsets](#).
- We appreciate hearing about your experience with us. If you would like to provide us with feedback, please see our [contact us](#) page and select the [give feedback](#) tab. You may also send us a letter at: WestJet Campus, Attention Guest Relations, 22 Aerial Place N.E. Calgary, Alberta Canada T2E 3J1.



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: March 01 2016

Trustee's Name Vice-Chair Amber Stewart

Purpose of Trip / Name of Conference: TEBA Meeting

Departure and Return Date Feb 23, Return 25 2016

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
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Registration/Conference Fees

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

Accommodation

2 Nights @ \$ 119.01
(Single Rate)

238.02

238.02

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)

1 Dinner(s)
(Maximum \$26.00 each)

26.00

26.00

Other – Provide Details

TOTAL COST OF TRIP

564.02

300.00

AMOUNT DUE TO CLAIMANT / <CBE>

264.02

GST Breakout Area

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Claimant's Signature

Payment Authorization

RAMADA[®]

W O R L D W I D E

02-25-16

Amber Stewart 1221 8 St Sw. Calgary AB T2R0L4 Canada	Folio No. : A/R Number : Group Code : Company : TRAVEL Membership No. : WWR Invoice No. :	Room No. : Arrival : 02-23-16 Departure : 02-25-16 Conf. No. : 23018 Rate Code : SGV Page No. : 1 of 1
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Date	Description	Charges	Credits
02-23-16	Room Charge	106.00	
02-23-16	Rooms GST	5.46	
02-23-16	Alberta Tourism Levy	4.37	
02-23-16	Destination Marketing Fee	3.18	
02-24-16	Room Charge	106.00	
02-24-16	Rooms GST	5.46	
02-24-16	Alberta Tourism Levy	4.37	
02-24-16	Destination Marketing Fee	3.18	
02-25-16	Mastercard XXXXXXXXXXXX		238.02
As a Wyndham Rewards member you are eligible to earn 0 points for this stay.		Total	238.02
		Balance	0.00

Guest Signature: _____

I have received the goods and / or services in the amount shown heron. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

GRAZE RESTAURANT
 RAMADA CONFERENCE CENTRE
 GST#842763781RT0001
 FOR RESERVATIONS
 CALL (780) 453-7337

RAMADA HOTEL EDMONTON
 11834 KINGSWAY NW
 EDMONTON AB T5G 3J5
 (780) 454-5454

121 HONEY

Tbl 77/1 Chk 251 Gst 1
 Feb24'16 07:01PM

**** SEAT 1 ****

1 SOFT DRINK 3.00
 1 Build a Burger 14.00
 Add Goat Cheese 1.50
 Add Bacon 1.50
 1 +BYOFRIES 1.75
 Subtotal 21.75
 21.75 GST 1.09
 07:34PM Amount Due 22.84
 ***** All *****

Subtotal 21.75
 21.75 GST 1.09
 07:34PM Amount Due 22.84

TIP: \$5.00

TOTAL: \$27.84

ROOM NUMBER: _____

NAME: AMBER STEWART

SIGNATURE: _____
 PLEASE PAY YOUR SERVER

SALE

Clerk #: 000140
 MID: 5646946 GST: 842763781RT0001
 TID: REF#: 00000007
 Batch #: 287 SEQ: 287001001007
 02/24/16 19:44:06
 APPR CODE:
 MASTERCARD

AMOUNT \$22.84
 TIP \$6.00
 TOTAL \$27.84

00 - APPROVED - 001

MasterCard
 AID: A00000000
 TVR: 00 00 00 80 00
 TST: E8 00

THANK YOU

CUSTOMER COPY

RAMADA HOTEL EDMONTON
 11834 KINGSWAY NW
 EDMONTON AB T5G 3J5
 (780) 454-5454
 842763781RT0001

TERM ID: BATCH#: 506
 EMPLOYEE ID: 1 SHIFT#: 003
 CLERK NAME: 1

Completion

INVT: 000024 Chip
 MCARD SEQ: 506001001001
 Applied on Label: MasterCard
 AID: A00000000041010

Total: CAD\$ 238.02

APPROVED 04582S
 000/00

25-Feb-16 05:50:23

CUSTOMER COPY
 THANK YOU



Kilometre Travel Log

ns: 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: Your Employee Information *To be completed by Employee*

Employee ID:* _____ **First Name:*** Amber **Last Name:*** Stewart, Vice-Chair, Trustee Wards 12&14

Section 2: Trip Details: *To be completed by Employee* 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
23-02-2016	TEBA Meeting	Calgary	Edmonton	300
25-02-2016		Edmonton	Calgary	300

The total weekly km must be entered into the timesheet in PeopleSoft.	Total Kilometres 600
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Section 3: To be completed by Employee and Approver The approver must create a PDF copy of the completed Travel Log and send to: cbeincoming@westcanadian.com

Employee Signature:*		Time Approver Name:* Janice Barkway	
Employee Phone:*	403-817-7930	Time Approver Signature:*	
Date DD-MM-YY: *	Time Approver Phone:* 403-817-7924	Date DD-MM-YY:*	

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