

expense | monthly tracking report

claimant | Bowen-Eyre, Joy
position | Trustee, Wards 1 & 2
level | Board of Trustees
reporting period | July 1 to August 31, 2016
date of report | October-11-16



**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
MGA Review Meeting	07/07/2016	Mileage -Calgary to Edmonton Return July 7 2016	\$300.00	travel	BUS mileage
MGA Review Meeting	07/07/2016	Meal - July 7 2016	\$17.00	travel	BUS food/non alcoholic beverage
Bell Monthly Invoice	08/17/2016	Monthly Service Plan	\$56.37	other disclosed	telecom/cell phone



**Calgary Board
of Education**

Finance 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 | Trip Dates: _____

Date: September 27 2016

Trustee's Name Joy Bowen-Eyre, Chair

Purpose of Trip / Name of Conference: MGA Review Meeting

Departure and Return Date July 07 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

300

Parking – at Destination

Accommodation

Nights @ \$ _____
(Single Rate)

Telecommunication Charges

(Internet, Phone calls)

Meals – Receipts required

(Including tips, excluding meals
covered by Conference or Others)

sdf Breakfast(s)
(Maximum \$12.00 each)

1 Lunch(es)
(Maximum \$17.00 each)

17.00

17.00

Dinner(s)
(Maximum \$26.00 each)

Other – Provide Details

TOTAL COST OF TRIP

317.00

300.00

AMOUNT DUE TO CLAIMANT / <CBE>

17.00

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 _____



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:* Joy	Last Name:* Bowen-Eyre, Chair, Trustee Wards 1&2	
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
07/07/2016	MGA Review	Calgary	Edmonton	300
07/07/2016		Edmonton	Calgary	300
The total weekly km must be entered into the timesheet in PeopleSoft.			Total Kilometres	600
Section 3: <i>To be completed by Employee and Approver</i> 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:* 403-817-7928		Time Approver Signature:*	/	
Date DD-MM-YY: *	Time Approver Phone:* 403-817-7924	Date DD-MM-YY:*	28-09-16	
<small>Personal information is collected under the authority of Alberta's <i>Freedom of Information and Protection of Privacy Act (FOIP)</i>. 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>				

Famoso Pizza - Downtown
11750 Jasper Ave.
www.famoso.ca

FAMOSO NEAPOLITAN
PIZZERIA
11750 JASPER AVE
EDMONTON, AB T5K0N3
7807320700

GST#R34463127

Table #13-2

Trans #: 453670 Serv: Day Barista
7/7/2016 12:48 PM # Cust:1

Quan	Descript	Cost
1	.Italian Soda (SS)	\$3.10
1	.Lunch Special	\$11.50
Net Total:		\$14.60
GST		\$0.73

TOTAL: \$15.33

Amount Due: \$15.33

Food: \$11.50
Beverage: \$3.10

<-REPRINTED->

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We value your opinion a lot.
Scan this image here and
take a survey to win a
Famoso Feast for 5 (One
winner per month).
Or send us a message to
info@famoso.ca

SALE

MID: 5866742
TID: 001 REF#: 00000010
Batch #: 007
07/07/16 12:54:29
APPR CODE: 029571
VISA
***** **

AMOUNT \$15.33
TIP \$2.30
TOTAL \$17.63

APPROVED

Visa Credit
AID: A00000000
TVR: 00 80 00 80 00
TS: F8 00

THANK YOU
PLEASE COME AGAIN

CUSTOMER COPY

Mobile
Bill Date: August 17, 2016
Joy Bowen-Eyre
Mobile Ref.
Trustees Office

Account #
Next Bill Date: September 17, 2016

1794



CURRENT CHARGES

Monthly charges billed to Sep 16, 2016

Corp Smartshare Unltd 55 BES Plan 36M	\$55.00	
less 14.55% Promotional Discount	-8.00	47.00
Includes: 3 Way Calling		
Call Waiting		
Alberta Government 911 fee		0.44
Call Forwarding	\$3.00	
less 100.00% Promotional Discount	-3.00	0.00
Message Centre		0.00
1GB Shared Data - BlackBerry		5.00
Corporate Data Flex Zone 1		0.00
Corporate Data Flex Zone 2		0.00
Corporate Data Flex Zone 3		0.00
Call Display		0.00
Corporate Data Flex USA		0.00
Corporate Text Flex Zone1		0.00
Corporate Text Flex Zone2		0.00
Corporate Text Flex Zone3		0.00
Corporate Voice Flex Zone1		0.00
Corporate Voice Flex Zone2		0.00
Corporate Voice Flex Zone3		0.00
Etelesolv		1.25
Member to Member Local Calling		0.00
Messaging Pack Unlimited		0.00
Includes: Picture Messaging		
Image Messaging		
Incl. Messages		
Unlimited Incoming Messages		
Unlimited Canadian LD	\$10.00	
less 100.00% Promotional Discount	-10.00	0.00
Unlimited Local Talking		0.00
U.S. Travel -Calling \$0.20/min		0.00
Travel US Text Saver	\$10.00	
less 100.00% Promotional Discount	-10.00	0.00

Usage and long distance

1GB Shared Data - BlackBerry Data Usage		
@\$0.00/MB	35.7987 MB	0.00

FOR YOUR INFORMATION...	
Discount Summary	
Total discounts	\$31.00
Total this month	\$31.00
Usage Summary <i>min:sec</i>	
Weekday	11:00
Total time used	11:00
Event Summary	
Total Events	33
Total this month	\$0.00
Packet Plan Usage Summary	
Total megabytes	35.7987
Total this month	\$0.00



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Mobile
Bill Date: August 17, 2016
Joy Bowen-Eyre
Mobile Ref.
Trustees Office

Account #
Next Bill Date: September 17, 2016

1794

CURRENT CHARGES

Unlimited Local Talking Unlimited Usage		
@\$.00/minute	11:00 min:sec	0.00
Text message	8 events	0.00
Messaging Pack Unlimited Incl. Messages		
	10 events	0.00
Travel US Text Saver Unlimited Incoming Messages		
	15 events	0.00
Taxes		
GST		2.68
<hr/>		
Total current charges		\$56.37

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