

expense | monthly tracking report

claimant | Bowen-Eyre, Joy
 position | Trustee, Wards 1 & 2
 level | Board of Trustees
 reporting period | May 1 to June 30, 2016
 date of report | August-15-16



**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Mtg. w/ Education Minister May 12 & MGA May 13 2016	05/12/16	Mileage from Calgary to Edmonton Return May 12/13 2016	\$300.00	travel	BUS mileage
Mtg. w/ Education Minister May 12 & MGA May 13 2016	05/12/16	Parking May 13 2016	\$28.00	travel	BUS general
Mtg. w/ Education Minister May 12 & MGA May 13 2016	05/12/16	Accommodation - May 12/13 2016	\$136.25	travel	BUS accommodation
Bell Mobility Invoice	05/19/16	Monthly Service Plan	\$56.37	other disclosed	telecom/cell phone
ASBA Spring General Mtg. Red Deer, AB	06/05/16	Registration Fee - ASBA SGM, June 5/7 2016	\$656.25	travel	conferences & workshops
ASBA Spring General Mtg. Red Deer, AB	06/05/16	Accommodation - June 5/7 2016	\$350.08	travel	BUS accommodation
ASBA Spring General Mtg. Red Deer, AB	06/05/16	Meals - June 5 2016	\$19.94	travel	BUS food/non alcoholic beverage
Bell Mobility Invoice	06/17/16	Monthly Service Plan	\$55.94	other disclosed	telecom/cell phone



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: May 24, 2016

Trustee's Name Joy Bowen-Eyre, Chair

Purpose of Trip / Name of Conference: Meeting w/ Education Minister May 12 & MGA Mtg. May 13, 2016

Departure and Return Date May 12-13, 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

28.00

28.00

Accommodation

1 Nights @ \$ 136.25
(Single Rate)

136.25

136.25

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

464.25

300.00

AMOUNT DUE TO CLAIMANT / <CBE>

164.25

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



Holiday Inn

Joy Eyre Calgary AB T3G 4L8 Canada	Folio No. :	Room No. :
	A/R Number :	Arrival : 05-12-16
	Group Code :	Departure : 05-14-16
	Company :	Conf. No. :
	Membership No. :	Rate Code :
	Invoice No. :	Page No. : 1 of 1

Date	Description	Charges	Credits
05-12-16	*Accommodation	125.00	
05-12-16	GST Tax - 5%	6.25	
05-12-16	Alberta Tourism Levy - 4%	5.00	
05-14-16	Visa XXXXXXXXXXXXX		136.25
Thank you for staying with us! Qualifying points for this stay will automatically be credited to your account. Please tell us about your stay by writing a review here - www.ihg.com/reviews. We look forward to welcoming you back soon.		Total	136.25
		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.

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

Next Bill Date: June 17, 2016

CURRENT CHARGES

Monthly charges billed to Jun 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		
@\$.00/MB	83.4372 MB	0.00

FOR YOUR INFORMATION...	
Discount Summary	
Total discounts	\$31.00
Total this month	\$31.00
Usage Summary <i>min:sec</i>	
Weekday	52:00
Weekend	1:00
Total time used	53:00
Event Summary	
Total Events	12
Total this month	\$0.00
Packet Plan Usage Summary	
Total megabytes	83.4372
Total this month	\$0.00



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

Next Bill Date: June 17, 2016

1785

CURRENT CHARGES

Unlimited Local Talking Unlimited Usage

@\$.00/minute

53:00 min:sec

0.00

Text message

12 events

0.00

Taxes

GST

2.68

Total current charges

\$56.37

000044-011730



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.

Claims for Trip: ASBA Spring Meeting

Date: June 22, 2016

Trustee's Name Joy Bowen-Eyre, Vice-Chair, Trustee, Wards 1 & 2

Purpose of Trip / Name of Conference: ASBA Spring General Meeting

Departure and Return Date June 5-7 2016

Destination: Red Deer, Alberta

Description of Expenses (Indicate if applicable)	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	656.25		656.25		Invoiced
Travel Costs					
Airfare					
Insurance					
Rail/Bus					
Taxi/Shuttle Bus/Car Rental at Destination					
Personal Vehicle Km @ 50¢/Km (submit via PeopleSoft)					N/A
Parking – at Destination					
Accommodation					
2 Nights @ \$ <u>175.04</u> (Single Rate)	350.08		350.08		
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)	19.94			19.94	
Other – Provide Details					
TOTAL COST OF TRIP	1026.27		1006.33		
AMOUNT DUE TO CLAIMANT / <CBE>				19.94	

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.

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Claimant's Signature

Payment Authorization


A · S · B · A
 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

INVOICE

NUMBER 0000036092
DATE June 20, 2016

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.	UNIT PRICE	EXTENDED PRICE	
Spring General Meeting 2016 Attendee(s): J.Bowen-Eyre <div style="text-align: center; font-size: 2em; font-family: cursive; margin-top: 20px;">Miss</div>	1	625.00	625.00	
			NET AMOUNT	625.00
			FREIGHT G.S.T.	31.25
			TOTAL DUE	656.25

Sheraton Red Deer
 3310 50 Avenue
 Red Deer, AB T4N 3X9
 Canada
 Tel: 403-346-2091 Fax: 403-340-0255



Joy Bowen-Eyre

Page Number : 1 Invoice Nbr
 Guest Number :
 Folio ID : A
 Arrive Date : 05-JUN-16 17:33
 Depart Date : 07-JUN-16 10:31
 No. Of Guest : 1
 Room Number :
 Club Account :

Tax Invoice

Tax ID : R849702444

Sheraton Red Deer 07-JUN-16 10:31 KATICUL

Date	Reference	Description	Charges (CAD)	Credits (CAD)
05-JUN-16	RT705	Room Chrg Grp Association	159.00	
05-JUN-16	RT705	GST Room Charge	8.03	
05-JUN-16	RT705	Tourism Levy	6.42	
05-JUN-16	RT705	SRD Destination Marketing	1.59	
06-JUN-16	RT705	Room Chrg Grp Association	159.00	
06-JUN-16	RT705	GST Room Charge	8.03	
06-JUN-16	RT705	Tourism Levy	6.42	
06-JUN-16	RT705	SRD Destination Marketing	1.59	
07-JUN-16	MC	MasterCard / Diners Intl		-350.08
		** Total	350.08	-350.08
		*** Balance	-0.00	

GST Summary	GST# R849702444	Amount (CAD)
GST Room Revenue		16.06
GST Food & Beverage		0.00
GST Telephone		0.00
GST Other		0.00
GST Total		16.06

Visit the Sheraton Store and take home our signature bedding, bath and more. Shop now at www.sheraton.com/store

Mobile

Bill Date: June 17, 2016

Next Bill Date: July 17, 2016

Joy Bowen-Eyre

Mobile Ref.

Trustees Office

CURRENT CHARGES

Monthly charges billed to Jul 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

Other charges and credits

One Time Billing Adjustment		-0.41
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FOR YOUR INFORMATION...	
Discount Summary	
Total discounts	\$31.00
Total this month	\$31.00
Usage Summary	
<i>min:sec</i>	
Weekday	97:00
Total time used	97:00
Event Summary	
Total Events	18
Total this month	\$0.00
Packet Plan Usage Summary	
Total megabytes	65.2342
Total this month	\$0.00

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

Next Bill Date: July 17, 2016

1792

CURRENT CHARGES

Usage and long distance

1GB Shared Data - BlackBerry Data Usage		
@\$.00/MB	65.2342 MB	0.00
Unlimited Local Talking Unlimited Usage		
@\$.00/minute	97:00 min:sec	0.00
Text message	11 events	0.00
Corporate Text Flex Zone2 Unlimited Incoming Messages		
	5 events	0.00
Messaging Pack Unlimited Incl. Messages		
	2 events	0.00

Taxes

GST		2.66
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Total current charges		\$55.94
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