### expense | monthly tracking report

claimant | Hehr, Judy position | Trustee, Wards 8 & 9 level | Board of Trustees reporting period | May 1 to June 30, 2016 date of report | August-15-16



Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Calgary Bridge Foundation for Youth Awards	06/03/16	CBFY Achievements Awards Gala, June 03 2016	\$159.60	other disclosed	PD food/non alcoholic beverage
ASBA Spring General Mtg. Red Deer, AB	06/06/16	Registration Fee - ASBA SGM, June 6 2016	\$262.50	travel	conferences & workshops
ASBA Spring General Mtg. Red	06/06/16	Mileage - Calgary to Red Deer Return June 6	\$150.00	travel	BUS mileage

# Calgary BoardTrustee Professional Development andof EducationTravel & 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.

Trustee's Name Judy Hehr, Truste	ASBA S	pring Genera	I Meeting			
Purpose of Trip / Name of Conference: <u>ASBA Spring General Meeting</u> Departure and Return Date June 6, 2016Destination: <u>Red Deer, Alberta</u>						
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	262.50		262.50		Invoiced	
Travel Costs						
Airfare						
Insurance						
Rail/Bus						
Taxi/Shuttle Bus/Car Rental at Destination						
Personal Vehicle 300 Km @ 50¢/Km (submit via PeopleSoft)	150.00		150.00			
Parking – at Destination					4	
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	412.50		412.50			

#### AMOUNT DUE TO CLAIMANT / <CBE>

1 .

#### 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.



Calgary Board of Education

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.

Directi

Section 1: Your Employee Information To be completed by Employee							
Employee ID:* First Name:* Judy Last Name:* Hehr, Trustee Wards 8 & 9							
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	Purp	ose for Trip	Trip Starts From	Trip Ends At	Distance in km		
05-06-16	ASE	BA SGM General Mtg.	Calgary	Red Deer	150		
05-06-16			Red Deer	Calgary	150		
	Alia	S:					
The total week	dy km	must be entered into the timeshe	et in PeopleSoft	Total Kilometres	300		
		ompleted by Employee and Appr					
and send to: ch	peinco	ming@westcanadian.com $\rightarrow S_{co}$	mad + Sant d	to HR June 30/204			
Employee		, , , , , , , , , , , , , , , , , , , ,		Ionico Dorlavo			
Signature:*							
Employee Phone:*			Time Approver S	Time Approver Signature:			
Particul Analysis in Files M		Time Approver Phone:* 403-817-7924	Date DD-MM-YY:*	(30-06-16	V		
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 provision	ns of FO	P. If you have any questions about the FOIP A ation, please contact the Employee Contact C	ct, please access http://www.cb				

#### Kilometre Travel Log Revision Date: 2013/03/14



## INVOICE

#### NUMBER

DATE

June 20, 2016

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:

.4

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			1	250.00	250.00
Attendee. Hehr					
$M_{1200}$					
Alias					
1					
				NET AMOUNT	250.00
				EBEIQUE	
				FREIGHT G.S.T.	12.50
		•		TOTAL DUE	\$262.50
				IVIAL DUE	\$292.30

Subject:

FW: Order Confirmation for 2016 CBFY Youth Achievement Awards

From: Eventbrite [mailto:orders@eventbrite.com] Sent: May-19-16 9:40 AM To: Subject: Order Confirmation for 2016 CBFY Youth Achievement Awards

\_\_\_\_\_

## Hi Judy this is your order confirmation for 2016 CBFY Youth Achievement Awards

## Message from Organizer

The event organizer has provided the following information:

#### **Event information**

The Calgary Bridge Foundation for Youth Annual Awards Ceremony is CBFY's signature event, providing the opportunity for immigrant youth to be recognized for their achievements by receiving scholarships for postsecondary education, and the ability to raise valuable funds to further empower immigrant families and youth in Calgary and some of the greater communities we serve.

On June 3, 2016, you will hear inspiring stories of immigrants who have come from all over the world to make a better life for themselves and their families. Several scholarship award winners will speak about the impact CBFY has had on their ability to settle and thrive in Canadian society. Throughout the evening, attendees will be immersed in a variety of cultural performances highlighting the bridge between various countries of origin, and the incredible journeys of families and youth into Canada and the local community.

#### WHEN

Friday, 3 June 2016 from 6:00 PM to 9:30 PM (MST)

#### **WHERE**

Hyatt Regency Calgary - 700 Centre Street South Calgary, AB We ask our guests to arrive at 6:00pm to visit the registration area, and have the opportunity to review the collection of stunning and unique items that will be showcased in our silent auction. Our program will start promptly at 7:00pm.

You do not require a ticket for entrance. Your name will be held at our registration desk, so please be sure to check in upon arrival. We will be posting our full evening program on our website once it becomes available, and can be found at www.cbfy.ca

Dress code: Formal

We look forward to seeing you on June 3rd!

Have a question? Contact the organizer at donate@cbfy.ca

Order Summary 19 May 2016						
Order #:						
Name	Туре	Quantity	Price			
Ms. Judy Hehr	Single Ticket	1	\$159.60			
TOTAL \$159.60   Charged to: MasterCard - XXXX-XXXXXX						
This charge will appear on your card statement as EB *2016 CBFY Youth Ac						
Cookie Policy						