

## 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



**Calgary Board  
of Education**

| Description                                | Date<br>(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                    |
|  |                      |   |                |                 |                                |



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: June 22, 2016

Trustee's Name Judy Hehr, Trustee Wards 8 & 9

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

Departure and Return Date June 6, 2016

Destination: Red Deer, 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  | 262.50                                    |   | 262.50   |  | Invoiced                                    |
| <b>Travel Costs</b>   |   |   |  |  |   |
| 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  |   |   |  |  |   |
| <b>Accommodation</b>  |   |   |  |  |   |
| Nights @ \$ _____ (Single Rate)   |   |   |  |  |   |
| <b>Telecommunication Charges</b><br>(Internet, Phone calls)   |   |   |  |  |   |
| <b>Meals – Receipts required</b><br>(Including tips, excluding meals covered by Conference or Others) |   |   |  |  |   |
| Breakfast(s)<br>(Maximum \$12.00 each)  |   |   |  |  |   |
| Lunch(es)<br>(Maximum \$17.00 each)   |   |   |  |  |   |
| Dinner(s)<br>(Maximum \$26.00 each)   |   |   |  |  |   |
| <b>Other – Provide Details</b>  |   |   |  |  |   |
| <b>TOTAL COST OF TRIP</b>   | <b>412.50</b>                             |   | <b>412.50</b>  |  |   |

AMOUNT DUE TO CLAIMANT / <CBE>

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





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

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<br>Attendee: Hehr<br><br><i>Hehr</i> | 1           | 250.00                    | 250.00          |  |
|  |             | <b>NET AMOUNT</b>         | 250.00          |  |
|  |             | <b>FREIGHT<br/>G.S.T.</b> | 12.50           |  |
|  |             | <b>TOTAL DUE</b>          | <b>\$262.50</b> |  |

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**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](http://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](mailto:donate@cbfy.ca)

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**Order Summary**

19 May 2016

Order #:

| Name          | Type          | Quantity | Price           |
|---------------|---------------|----------|-----------------|
| Ms. Judy Hehr | Single Ticket | 1        | \$159.60        |
| <b>TOTAL</b>  |               |          | <b>\$159.60</b> |

Charged to: MasterCard - XXXX-XXXXXX

This charge will appear on your card statement as EB \*2016 CBFY Youth Ac

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