

expense | monthly tracking report

claimant | Stewart, Amber
position | Trustee, Wards 12 & 14
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
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	Mileage - Calgary to Red Deer Return June 5/7 2016	\$150.00	travel	BUS mileage
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	\$8.85	travel	BUS food/non alcoholic beverage



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 Amber Stewart, Trustee Wards 12 & 14

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 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	656.25		656.25		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					
Accommodation					
2 Nights @ \$ 175.04 (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)	8.85		8.85		
Other – Provide Details					
TOTAL COST OF TRIP	1165.18		1165.18		

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



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:

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): A Stewart	1	625.00	625.00	
		NET AMOUNT	625.00	
		FREIGHT G.S.T.	31.25	
		TOTAL DUE	\$656.25	



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 *To be completed by Employee*

Employee ID:* First Name:* Amber Last Name:* Stewart, 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
05-06-16	ASBA SGM General Mtg.	Calgary	Red Deer	150
07-06-16		Red Deer	Calgary	150
	Alias:			

The total weekly km must be entered into the timesheet in PeopleSoft. Total Kilometres 300

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 *Scanned to HR June 30/2016*

Employee Signature:* Time Approver Name:* Janice Barkway
Employee Phone:* 403-817-7930 Time Approver Signature:*
Date DD-MM-YY: * 403-817-7924 Date DD-MM-YY:* 30-06-16

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.

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



Amber Stewart

Page Number : 1 Invoice Nbr :
 Guest Number :
 Folio ID : A
 Arrive Date : 05-JUN-16 16:23
 Depart Date : 07-JUN-16 08:28
 No. Of Guest : 1
 Room Number :
 Club Account :

Tax Invoice

Tax ID : R849702444

Sheraton Red Deer 07-JUN-16 08:30 JOELHAN

Date	Reference	Description	Charges (CAD)	Credits (CAD)
05-JUN-16	0056	VLT Lounge	8.85	
05-JUN-16	RT703	Room Chrg Grp Association	159.00	
05-JUN-16	RT703	GST Room Charge	8.03	
05-JUN-16	RT703	Tourism Levy	6.42	
05-JUN-16	RT703	SRD Destination Marketing	1.59	
06-JUN-16	RT703	Room Chrg Grp Association	159.00	
06-JUN-16	RT703	GST Room Charge	8.03	
06-JUN-16	RT703	Tourism Levy	6.42	
06-JUN-16	RT703	SRD Destination Marketing	1.59	
07-JUN-16	MC	MasterCard / Diners Intl		-358.93
		** Total	358.93	-358.93
		*** Balance	-0.00	

GST Summary	GST# R849702444	Amount (CAD)
GST Room Revenue		16.06
GST Food & Beverage		0.33
GST Telephone		0.00
GST Other		0.00
GST Total		16.39

Experience Sheraton Club. Upgrade to a higher level of comfort, complete with special touches like complimentary breakfast, a premium selection of beverages and access to the Club lounge. Learn more at www.sheraton.com/club

Continued on the next page

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



Amber Stewart	Page Number	:	2	Invoice Nbr	:
	Guest Number	:			
	Folio ID	:	A		
	Arrive Date	:	05-JUN-16	16:23	
	Depart Date	:	07-JUN-16	08:28	
	No. Of Guest	:	1		
	Room Number	:			
	Club Account	:			

As a Starwood Preferred Guest, you could have earned 641 Starpoints for this visit. Please provide your member number or enroll today.

Tell us about your stay. www.sheraton.com/reviews

EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room Chgs	Food & Bev	Telephone	Other	Total	Payment
06-05-2016	175.04	8.85	0.00	0.00	183.89	0.00
06-06-2016	175.04	0.00	0.00	0.00	175.04	0.00
06-07-2016	0.00	0.00	0.00	0.00	0.00	-358.93
	-----	-----	-----	-----	-----	-----
Total	350.08	8.85	0.00	0.00	358.93	-358.93

ON HOTEL
RED DEF
GST# 8497
117

Table 995 #Party 0
0 5 52p 06/05/16
L

FS 4.00
2.52
L: 6.52
Sub total: 6.52
GST : 0.33
TOTAL: 6.85

CHARGE ONLY *****

TY:

PLEASE PAY SERVER!

TT-TEND TOP/CHNG TALLY
8.85 2.00 6.85

6.85

703 YS STEWART, AM,

SHERATON HOTEL
RED DEF
VLT LOUNGE GST# 8497
02444RT0017

0056a 6 Table 995 #Party 0
P.M. V SvrCk: 0 5 52p 06/05/16
VLT LOUNGE

3 LADIES
1 STAND ALONE FRIS 4.00
1 SOFT DRINK 2.52
Sub total: 6.52

Sub total: 6.52
GST : 0.33
06/05 6.59p TOTAL: 6.85

***** ROOM CHARGE ONLY *****

GRATUITY: 2.00

TOTAL: 8.85

NAME: AMBER STEWART

SIGNATURE:

ROOM #:

PLEASE PAY SERVER!