

# expense | monthly tracking report

claimant | Ferguson, Lynn  
position | Trustee, Wards 3 & 4  
level | Board of Trustees  
reporting period | November 1 to December, 2016  
date of report | February-10-17



**Calgary Board  
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
ASBA FGM - Edmonton	11/20/16	Registration Fee - ASBA FGM Nov 20/22 2016	\$735.00	travel	conferences & workshops
ASBA FGM - Edmonton	11/20/16	Mileage - Calgary to Edmonton Return	\$300.00	travel	BUS mileage
ASBA FGM - Edmonton	11/20/16	Parking - Edmonton	\$63.00	travel	BUS general
ASBA FGM - Edmonton	11/20/16	Accommodation - Nov 20/22 2016	\$446.84	travel	BUS accommodation
ASBA FGM - Edmonton	11/20/16	Meals - Nov 20/22 2016	\$32.03	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: Dec 06, 2016

Trustee's Name Lynn Ferguson, Trustee Wards 3 & 4

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

Departure and Return Date November 20-22 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
Registration/Conference Fees	735.00		735.00		Invoiced
<b>Travel Costs</b>					
Airfare					
Insurance					
Rail/Bus					
Taxi/Shuttle Bus/Car Rental at Destination					
Personal Vehicle 600 Km @ 50¢/Km (submit via PeopleSoft)	300.00		300.00		
Parking – at Destination	63.00		63.00		
<b>Accommodation</b>					
2 Nights @ \$ 223.42 (Single Rate)	446.84		446.84		
<b>Telecommunication Charges</b> (Internet, Phone calls)					
<b>Meals – Receipts required</b> (Including tips, excluding meals covered by Conference or Others)					
Breakfast(s) (Maximum \$12.00 each)					
1 Lunch(es) (Maximum \$17.00 each)	12.60			12.60	
1 Dinner(s) (Maximum \$26.00 each)	19.43			19.43	
<b>Other – Provide Details</b>					
<b>TOTAL COST OF TRIP</b>	<b>1576.87</b>		<b>1544.84</b>		
<b>AMOUNT DUE TO CLAIMANT / &lt;CBE&gt;</b>				<b>32.03</b>	

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

[Handwritten Signature]

Payment Authorization

[Handwritten Signature]



**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**

**DATE** December 06, 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
Fall General Meeting 2016  Attendee(s): L.Ferguson	1	700.00	700.00

**NET AMOUNT** 700.00

**FREIGHT  
G.S.T.** 35.00

**TOTAL DUE** \$735.00



The Westin Edmonton  
 10135 100 St  
 Edmonton, AB T5J 0N7  
 Canada  
 Tel: 780-426-3636 Fax: 780-428-1454



Lynn Ferguson  
 Alberta Teachers Association

Page Number : 1 Invoice Nbr  
 Guest Number : 1056  
 Folio ID : A  
 Arrive Date : 20-NOV-16 13:38  
 Depart Date : 22-NOV-16 12:00  
 No. Of Guest : 1  
 Room Number :  
 Club Account :

Tax Invoice

Tax ID : 815461330RT0001  
 The Westin Edmonton 22-NOV-16 11:48 A0021713

Date	Reference	Description	Charges (CAD)	Credits (CAD)
20-NOV-16	DEPOSIT	Deposit-MC-		-446.83
20-NOV-16	RT1115	Room Charge	199.00	
20-NOV-16	RT1115	GST	10.25	
20-NOV-16	RT1115	Destination Marketing Fee	5.97	
20-NOV-16	RT1115	Tourism Levy	8.20	
20-NOV-16	RT1115	Parking Self	30.00	
20-NOV-16	RT1115	GST	1.50	
21-NOV-16	RT1115	Room Charge	199.00	
21-NOV-16	RT1115	GST	10.25	
21-NOV-16	RT1115	Destination Marketing Fee	5.97	
21-NOV-16	RT1115	Tourism Levy	8.20	
21-NOV-16	RT1115	Parking Self	30.00	
21-NOV-16	RT1115	GST	1.50	
22-NOV-16	MC	Mastercard-		-63.01
<b>** Total</b>			<b>509.84</b>	<b>-509.84</b>
<b>*** Balance</b>			<b>0.00</b>	

Continued on the next page

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As a Starwood Preferred Guest, you could have earned 796 Starpoints for this visit. Please provide your member number or enroll today.

Tell us about your stay. [www.westin.com/reviews](http://www.westin.com/reviews)

EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room	GST	Tour Levy	Food/Bev	Phone	Other	Total	Payment
11-20-2016	199.00	10.25	8.20	0.00	0.00	-409.36	-191.91	0.00
11-21-2016	199.00	10.25	8.20	0.00	0.00	37.47	254.92	0.00
11-22-2016	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-63.01
<b>Total</b>	<b>398.00</b>	<b>20.50</b>	<b>16.40</b>	<b>0.00</b>	<b>0.00</b>	<b>-371.89</b>	<b>63.01</b>	<b>-63.01</b>

\*\*\*\*\*  
 CHECK # 596515                   DATE 11/20/16  
 TABLE # 161                    TIME 6:23PM  
 \*\*\*\*\* DUPLICATE CHECK \*\*\*\*\*

Chopped Leaf CLO09  
 3356 Gateway Blvd NW  
 Edmonton, AB  
 GST #

--           DINING : MEGAN C           --

SEAT#	ITEMS ORDERED	AMOUNT
4	BAJA FISH TACOS	16.50
	\$avocado	2.00
	SUBTOTAL	18.50
	GST	0.93
		-----
		19.43
	TOTAL	19.43

**Pickup No: 60**

Fast                                   Cashier: S1  
 Sunday, 20 Nov, 2016 - 12:52 pm  
 Order #000002560

1 Dine-in	.00
1 Table 1	.00
1 Sunshine Wrap Chicken	10.00
1 Chopped Water	2.00
	-----

Sales Total	12.00
GST:	.60
Total Tax	.60
	-----

Total	\$12.60
Cash Received	14.00

Amount Tendered	\$14.00
Change	\$1.40

\*\*\*\*\*

SUBTOTAL	18.50
GST	0.93

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**TOTAL DUE                   19.43**  
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	0.02
ROUNDED TOTAL	19.45

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THANKS FOR YOUR BUSINESS

# OF GUESTS                   1

Upcoming Brewmasters Dinner  
 Hosted by Fernie Brewing Co  
 Tuesday, November 22nd  
 Ask your server for details  
 or visit us online at  
 CRAFTbeermarket.ca  
 780.424.BEER(2337)

[choppedleaf.ca/gateway](http://choppedleaf.ca/gateway)

GST# 843991241 RT0001