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



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



Trustee Professional Development and Travel & Subsistence Expense Report

Date: Dec 06, 2016

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.

Carails of Trin Please Frint			Date: Dec 06, 2016			
Trustee's Name Lynn Ferguson, Tr	ustee Ward	s 3 & 4				
Purpose of Trip / Name of Conference	ce: ASBA F	all General M	leeting		· · · · · · · · · · · · · · · · · · ·	
Departure and Return Date November	per 20-22 20	016	_Destination: Edmoi	nton, Alberta		
िडणावर्गाका वर्ग स्ट्रिक् टमडण्ड । ¹ ाडन संस्त्रता 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 fo Claimant's Expenses	
Registration/Conference Fees	735.00		735.00		Invoiced	
Travel Costs						
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			
Accommodation						
2 Nights @ \$ <u>223.42</u> (Single Rate)	446.84		446.84			
Telecommunication Charges						
(Internet, Phone calls)						
Meals - Receipts required						
(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		
Other - Provide Details						
TOTAL COST OF TRIP	1576.87		1544.84			
AMOUNT DUE TO CLAIMANT / <cbe></cbe>				32.03		

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	<i></i>	- Payment-Authorization	\cup
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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.

INVOICE

NUMBER

DATE

December 06, 2016

FREIGHT G.S.T.

TOTAL DUE

35.00

\$735.00

Customer Number	P.O. NUMBER	TERMS		
CAL02		Due on Receipt		
DESCRIPTION		REQ.	UNIT PRICE	EXTENDED PRICE
Fall General Meeting 2016 Attendee(s): L.Ferguson			700.00	700.00
			NET AMOUNT	700.00



Kilometre Travel Log

Direction

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.

Impelance II	\.* First	Name:* Lynn Last	Alamait Far	guson, Trustee	Marala 2 9 A
Employee IE);" FIRST	name: Lynn Lasi	t Name: Fer	guson, rrustee	vvarus 3 o. 4
	rip Details: To be complete ch trip on a separate row.	d by Employee Record the date,	purpose, begir	nning and ending l	ocations, and
Date DD-MM-YY	Purpose for Trip	Trip Starts From	Trip	Ends At	Distance in
20/11/16	ASBA FGM	Calgary	Ed	monton	300
22/11/16		Edmonton	Ca	lgary	300
	 				
	-				
The total wee	kly km must be entered into t	he timesheet in PeopleSoft.	Tot	al Kilometres	600
		e and Approver The approver mum — Sent Ole 9/2		F copy of the con	pleted Travel Log
Employee Signature:*			Time Approver Name:* Janice Bark		way
Employee Phone:*	403-817-79 2 6	Time Approver	Signature:*		
Date DD-MM-Y	Time Approver Phone 403-817-7924	Date DD-MM-YY	Date DD-MM-YY:*		

refsonal 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.

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

HOTELS & RESORTS

Lynn Ferguson Alberta Teachers Association Page Number

1

Invoice Nbr

Guest Number Folio ID 1056. A

13:38

Arrive Date

20-NOV-16 22-NOV-16

0.00

12:00

Depart Date No. Of Guest

: 22

12:

Room Number

Club Account

:

Tax Invoice

Tax ID: 815461330RT0001

The Westin E	Edmonton 22-No	DV-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
		** Total	509.84	-509.84

Continued on the next page

*** Balance

The Westin Edmonton 10135 100 St Edmonton, AB T5J 0N7 Canada

Tel: 780-426-3636 Fax: 780-428-1454

WESTIN

HOTELS & RESORTS

Lynn Ferguson

Alberta Teachers Association

Page Number Guest Number 2 1056 Invoice Nbr

Folio ID

Arrive Date

20-NOV-16

13:38

Depart Date No. Of Guest 22-NOV-16

12:00

Room Number

Club Account

KIDS EAT WELL AT WESTIN - Discover kids' meals that are as delicious as they are nutritious with the Westin Eat Well Menu for Kids, developed with Superchefs(TM) to make kids and parents happy. Learn more at westin.com/eatwell

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

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
Total	398.00	20.50	16.40	0.00	0.00	-371.89	63.01	-63.01

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

3356 Gateway Blvd NW Edmonton, AB -- DINING : MEGAN C

19.43

1

	DIMING . MEGAN O	
SEAT#	ITEMS ORDERED	AMOUNT
4	BAJA FISH TACOS \$avocado	16.50 2.00
	SUBTOTAL GST	18.50 0.93
		19,43

TOTAL

SUBTOTAL GST	18.50 0.93
TOTAL DUE	19.43
to any the deep of the television will see you set to the first television and the see of the television and	0.00

ROUNDED TOTAL 19.45

OF GUESTS

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)

GST# 843991241 RT0001

Pickup No: 60

Chopped Leaf CL009

GST #

Fast Cash Sunday, 20 Nov, 2016 - 12 Order #000002560	nier: Sl :52 pm
1 Dine-in 1 Table 1 1 Sunshine Wrap Chicken 1 Chopped Water	.00 .00 10.00 2.00
Sales Total GST: Total Tax	12.00 .60
Total Cash Received	
Amount Tendered	\$14.00

Change

\$1.40

THANKS FOR YOUR BUSINESS

choppedleaf.ca/gateway