### expense | monthly tracking report

claimant | Hehr, Judy position | Trustee, Wards 8 & 9 level | Board of Trustees reporting period | November 1 to December, 2016 date of report | February. 10 2017



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	\$315.00	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	\$86.10	travel	BUS general
ASBA FGM Edmonton	11/20/16	Accommodation - Nov 20/22 2016	\$446.84	travel	BUS accommodation

### Trustee Professional Development and Travel & Subsistence Excense 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.

Catalls of Trip   Prouse Print			Date: Dec 06, 2016			
Trustee's Name Judy Hehr, Truste	e Wards 8 8	.7				
Purpose of Trip / Name of Conferen	ce: ASBA F	all General M	leeting			
Departure and Return Date Novem	ber 20-22 20	J16	_Destination: Edmoi	nton, Alberta		
Cescription of Expanses ( Masse 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	315.00		315.00		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	86.10		86.10			
Accommodation						
2 Nights @ \$ 223.42 (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)						
Lunch(es) (Maximum \$17.00 each)						
Dinner(s) (Maximum \$26.00 each)						
Other – Provide Details						
TOTAL COST OF TRIP	1147.94		1147.94			
AMOUNT DUE TO CLAIMANT / <cbe></cbe>						

#### GST Breakout Area

Calgary Board of Education

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.



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 0000036683

DATE

December 06, 2016

Customer Number	P.O. NUMBER	TERMS					
CAL02		Due on Receipt					
DESCRIPTION			REQ.	UNIT PRICE	EXTENDED PRICE		
Fail General Meeting 2016			1	300.00	300.00		
Attendee(s): J.Hehr							
			1				
			N	ET AMOUNT	300.00		
				FREIGHT			
				G.S.T.	15.00		
				TOTAL DUE	\$315.00		



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.

Directio

Section 1: Yo	our Employee Information To be com	pleted 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	Purpose for Trip	Trip Starts From	Trip Ends At	Distance in km			
20/11/16	ASBA FGM	Calgary	Edmonton	300			
22/11/16			Calgary	300			
The total week	du les must be estaved into the timesche	at in DeenleSoft	Total Kilometres	600			
	kly km must be entered into the timeshe b be completed by Employee and Appr						
	peincoming@westcanadian.com	ent approver musi create a		u Traver Log			
Employee Signature:*		Time Approver Name:*	Janice Barkway				
Employee Phone:*	0/403-8/17-7932	Time Approver Signature	ə:*				
Date DD-MM-Y	Time Approver Phone:*   403-817-7924	Date DD-MM-YY:*					
management of per protection provision	Personal information is collected under the authority of Alberta's <i>Freedom of Information and Protection of Privacy Act (FOIP)</i> . 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.						

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

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

Judy Heh Alberta Te

# **WESTIN**<sup>®</sup> HOTELS & RESORTS

ehr in the second se	Page Number	:	1	Invoice Nbr
Teachers Association	Guest Number	:		
	Folio ID	:	Α	
	Arrive Date	:	20-NOV-16	18:04
	Depart Date	:	22-NOV-16	09:32
	No. Of Guest	:	1	
	Room Number	:		
	Club Account	:		

Tax Invoice

Tax ID :	815461330R1	F0001		
The Westin	Edmonton 22-N	10V-16 09:40 JACKKIA		
Date	Reference	Description	Charges	s (CAD) Credits (CAD)
20-NOV-16	DEPOSIT	Deposit-MC-9531		-446.83
20-NOV-16	RT1410	Room Charge	19	99.00
20-NOV-16	RT1410	GST		10.25
20-NOV-16	RT1410	Destination Marketing Fee		5.97
20-NOV-16	RT1410	Tourism Levy		8.20
20-NOV-16	RT1410	Parking Valet		41.00
20-NOV-16	RT1410	GST		2.05
21-NOV-16	RT1410	Room Charge	19	99.00
21-NOV-16	RT1410	GST		10.25
21-NOV-16	RT1410	Destination Marketing Fee		5.97
21-NOV-16	RT1410	Tourism Levy		8.20
21-NOV-16	RT1410	Parking Valet		41.00
21-NOV-16	RT1410	GST		2.05
22-NOV-16	MC	Mastercard		-86.11
		** Total	5:	32.94 -532.94
		*** Balance		0.00

Continued on the next page

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

Judy Hehr Alberta Teachers Association



Page Number	:	2	Invoice Nbr
Guest Number	:		
Folio ID	:	А	
Arrive Date	:	20-NOV-16	18:04
Depart Date	:	22-NOV-16	09:32
No. Of Guest	:	1	
Room Number	:		
Club Account	:		

STAY LONGER - Enjoy more time to explore your destination with the benefits of Westin Weekend, from extended breakfast hours to late Sunday checkouts. Book your next Westin Weekend at westin.com/weekend

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	-397.81	-180.36	0.00
11-21-2016	199.00	10.25	8.20	0.00	0.00	49.02	266.47	0.00
11-22-2016	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-86.11
Total	398.00	20.50	16.40	0.00	0.00	-348.79	86.11	-86.11

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

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# WESTIN® HOTELS & RESORTS

Judy Hehr	Page Number	:	3	Invoice Nbr
Alberta Teachers Association	Guest Number	:		
	Folio ID	:	А	
	Arrive Date	:	20-NOV-16	18:04
	Depart Date	:	22 <b>-</b> NOV-16	
	No. Of Guest	:	1	
	Room Number	:		
	Club Account	:		

### 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	-397.81	-180.36	0.00
11-21-2016	199.00	10.25	8.20	0.00	0.00	49.02	266.47	0.00
			******					
Total	398.00	20.50	16.40	0.00	0.00	-348.79	86.11	0.00