### 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<br>(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 (<br>Masse attach receipts                   | Total Cost<br>(Indicate<br>currency<br>If not Cdn) | Exchange<br>Rate<br>Adjusted<br>Amount<br>(If applicable) | Amount Paid<br>by CBE<br>Invoice/P-Card/<br>Payroll for Mileage<br>(including GST) | Amount Paid By<br>Claimant For Out of<br>Pocket<br>Expenditures<br>(including GST) | Alias to be Charged for<br>Claimant's Expenses |  |
| Registration/Conference Fees   | 315.00   |   | 315.00   |  | Invoiced                                       |  |
| Travel Costs   |  |   |  |  |  |  |
| Airfare  |  |   |  |  |  |  |
| Insurance  |  |   |  |  |  |  |
| Rail/Bus   |  |   |  |  |  |  |
| Taxi/Shuttle Bus/Car Rental<br>at Destination                        |  |   |  |  |  |  |
| Personal Vehicle 600 Km @<br>50¢/Km (submit via PeopleSoft)          | 300.00   |   | 300.00   |  |  |  |
| Parking – at Destination   | 86.10  |   | 86.10  |  |  |  |
| Accommodation  |  |   |  |  |  |  |
| 2 Nights @ \$ 223.42<br>(Single Rate)                                | 446.84   |   | 446.84   |  |  |  |
| Telecommunication Charges  |  |   |  |  |  |  |
| (Internet, Phone calls)  |  |   |  |  |  |  |
| Meals – Receipts required  |  |   |  |  |  |  |
| (Including tips, excluding meals<br>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)                                  |  |   |  |  |  |  |
| 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<br>PRICE | EXTENDED<br>PRICE |  |  |
| Fail General Meeting 2016 |             |                | 1    | 300.00        | 300.00            |  |  |
| Attendee(s):<br>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<br>DD-MM-YY  | Purpose for Trip   | Trip Starts From           | Trip Ends At     | Distance in<br>km |  |  |  |
| 20/11/16  | ASBA FGM   | Calgary                    | Edmonton         | 300               |  |  |  |
| 22/11/16  |  |                            | Calgary          | 300               |  |  |  |
|   |  |                            |                  |                   |  |  |  |
|   |  |                            |                  |                   |  |  |  |
|   |  |                            |                  |                   |  |  |  |
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|   |  |                            |                  |                   |  |  |  |
|   |  |                            |                  |                   |  |  |  |
|   |  |                            |                  |                   |  |  |  |
|   |  |                            |                  |                   |  |  |  |
|   |  |                            |                  |                   |  |  |  |
|   |  |                            |                  |                   |  |  |  |
|   |  |                            |                  |                   |  |  |  |
| 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<br>b be completed by Employee and Appr   |                            |                  |                   |  |  |  |
|   | peincoming@westcanadian.com  | ent approver musi create a |                  | u Traver Log      |  |  |  |
| Employee<br>Signature:*   |  | Time Approver Name:*       | Janice Barkway   |                   |  |  |  |
| Employee<br>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<br>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  |

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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    |