# expense | monthly tracking report

claimant | King, Pamela position | Trustee, Wards 5 & 10 level | Board of Trustees reporting period | November 1 to December, 2016 date of report | February-10-17



Description	Date	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
	(mm/dd/yyyy)				
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	\$446.84	travel	BUS accommodation

Calgary Board | Trustee Professional Development and of Education | Travel & Subsistence Expense 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.

Details of Trip   Please Print	Date: Dec 06, 2016				
Trustee's Name Pamela King, Trus	stee Wards &	5 & 10			
Purpose of Trip / Name of Conferen	ce: ASBA F	all General N	leeting		
Departure and Return Date Novem	ber 20-22 20	016	_Destination: Edmor	nton, 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
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 @ \$ 223.42 (Single Rate) Telecommunication Charges (Internet, Phone calls)	446.84		446.84		
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	1544.84		1544.84		
AMOUNT DUE TO CLAIMANT / <cbe></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.



# INVOICE

# NUMBER

DATE

December 06, 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 700.00	EXTENDED PRICE		
Fall General Meeting 2016		 1	700.00	700.00		
Attendee(s): P.King						
		N	ET AMOUNT	700.00		
			FREIGHT			
			G. <b>S</b> .T.	35.00		
			TOTAL DUE	\$735.00		



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# Kilometre Travel Log

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: Your Employee Information To be completed by Employee							
Employee ID:* First Name:* Pamela Last Name:* King, Trustee Wards 5 & 10							
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	Purp	ose for Trip	Trip Starts From	Trip	Ends At	Distance in km	
20/11/16	ASE	BA FGM	Calgary	Edr	monton	300	
22/11/16			Edmonton	Cal	gary	300	
The total week	dy km	must be entered into the timeshee	t in PeopleSoft.	Tota	al Kilometres	600	
		ompleted by Employee and Appro	over The approver must create	a PDI	F copy of the completed	d Travel Log	
Employee	eincor	ning@westcanadian.com	nt Dec 9- 2016	2			
Signature:*	_	_	Time Approver Name:*		Janice Barkway		
Employee Phone:*		403-817-7929	Time Approver Signatur	re:*			
Date DD-MM-YY	r: *	Time Approver Phone:* 403-817-7924	Date DD-MM-YY:*				
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

Pamela King Alberta Teachers Association

# WESTIN® HOTELS & RESORTS

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

#### Information Invoice

#### Tax ID : 815461330RT0001

The Westin Edmonton 22-NOV-16 04:43 9999

Date	Reference	Description	Charges (CAD)	Credits (CAD)
20-NOV-16	DEPOSIT	Deposit-MC		-446.83
20-NOV-16	RT1003	Room Charge	199.00	
20-NOV-16	RT1003	GST	10.25	
20-NOV-16	RT1003	Destination Marketing Fee	5.97	
20-NOV-16	RT1003	Tourism Levy	8.20	
20-NOV-16	RT1003	Parking Self	30.00	
20-NOV-16	RT1003	GST	1.50	
21-NOV-16	RT1003	Room Charge	199.00	
21-NOV-16	RT1003	GST	10.25	
21-NOV-16	RT1003	Destination Marketing Fee	5.97	
21-NOV-16	RT1003	Tourism Levy	8.20	
21-NOV-16	RT1003	Parking Self	30.00	
21-NOV-16	RT1003	GST	1.50	
22-NOV-16	MC	Mastercard		-63.01
		** Total	509.84	-509.84
		*** 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

Pamela King Alberta Teachers Association



Page Number	:	2	Invoice Nbr
Guest Number	:		
Folio ID	:	Α	
Arrive Date	:	20-NOV-16	13:22
Depart Date	:	22-NOV-16	12:00
No. Of Guest	:	1	
Room Number	:		
Club Account	:		

For your convenience, we have prepared this zero-balance folio indicating a \$0 balance on your account. Please be advised that any charges not reflected on this folio will be charged to the credit card on file with the hotel. While this folio reflects a \$0 balance, your credit card may not be charged until after your departure. You are ultimately responsible for paying all of your folio charges in full.

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

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

Continued on the next page

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Pamela King	Page Number	:	3	Invoice Nbr
Alberta Teachers Association	Guest Number	:		
	Folio ID	:	Α	
	Arrive Date	:	20-NOV-16	13:22
	Depart Date	:	22-NOV-16	12:00
	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	-409.36	-191.91	0.00
11 <b>-</b> 21-2016	199.00	10.25	8.20	0.00	0.00	37.47	254.92	0.00
Total	398.00	20.50	16.40	0.00	0.00	-371.89	63.01	0.00