### expense | monthly tracking report

claimant | Stewart, Amber

position | Trustee, Wards 12 & 14

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	\$43.05	travel	BUS general
ASBA FGM Edmonton	11/20/16	Accommodation - Nov 21/22 2016	\$223.42	travel	BUS accommodation
ASBA FGM Edmonton	11/20/16	Meals - Nov 21 2016	\$19.44	travel	BUS food/non alcoholic beverage



# Trustee Professional Development and Travel & Subsistance 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.

Caralla of Frant Plause Point			Date: Dec 06, 2016			
Trustee's Name Amber Stewart, T	rustee Ward	s 12 & 14				
Purpose of Trip / Name of Conferen	<sub>ice:</sub> ASBA F	all General N	/leeting		:	
Departure and Return Date November 21-22 2016			_Destination: Edmoi	nton, Alberta	,	
. raccuudon or Expensos ( rease retach 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	43.05		43.05			
Accommodation						
1 Nights @ \$ <u>223.42</u> (Single Rate)	223.42		223.42			
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)						
1 Dinner(s) (Maximum \$26.00 each)	19.44 🗸		19.44			
Other - Provide Details						
TOTAL COST OF TRIP	1320.91		1320.91			
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

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

Claimant's Signature

items claimed for all Out of Pocket Expenses.

redacted. I certify that the above claim is correct.

Payment Authorization



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

**NET AMOUNT** 

FREIGHT G.S.T.

TOTAL DUE

700.00

35.00

\$735.00

NUMBER

DATE

December 06, 2016

Customer Number	P.O. NUMBER	TERMS					
CAL02			Due on Receipt				
DESCRIPTION		REQ.	UNIT PRICE	EXTENDED PRICE			
all General Meeting 2016		1	700.00	700.00			
Attendee(s): A.Stewart							
	¥						



## 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

Section 1: Y	our Employee Inf	ormation To be complet	ed by Employee			
Employee ID:* First Name:* Amber Last Name:* Stewart, Trustee War						
	rip Details: To be ch trip on a separate		Record the date, purpose, i	peginning and ending location	ns, and	
Date DD-MM-YY	Purpose for Trip	Tri	p Starts From	Trip Ends At	Distance in km	
21/11/16	ASBA FGM	Ca	algary	Edmonton	300	
22/11/16		E	dmonton	Calgary	300	
	_					
	-					
			8			
The total wee	kly km must be ent	ered into the timesheet in	PeopleSoft.	Total Kilometres	600	
Section 3: 7	o be completed by		The approver must create	a PDF copy of the complete		
Employee Signature:*		· · · · · · · · · · · · · · · · · · ·	Time Approver Name:* Janice Barkway			
Employee Phone:*	403-817-	7930	Time Approver Signatur	<b>e</b> :*	_	
Date DD-MM-	Time Appro 403-817-792		Date DD-MM-YY:*	<u>-12-16</u>	_	
Personal informat	ion is collected under the a	thority of Alberta's Freedom of Infe		Act (FOIP). This information will be u	and 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 WESTIN

#### HOTELS & RESORTS

**Amber Stewart** Alberta Teachers Association/s Page Number

Invoice Nbr

**Guest Number** 

Folio ID Arrive Date

21-NOV-16

16:47

Depart Date

22-NOV-16

12:48

No. Of Guest

Room Number Club Account **AR Account** 

Copy

Tax ID: 815461330RT0001

The Westin Edmonton 30-NOV-16 10:30 KMARIANO

Date	Reference	Description	Charges (CAD)
21-NOV-16	1062	In Room Dining	19.44
21-NOV-16	RT1015	Parking Valet	41.00
21-NOV-16	RT1015	GST	2.05
21-NOV-16	DEPOSIT	Deposit-MC-	
21-NOV-16	RT1015	Room Charge	199.00
21-NOV-16	RT1015	GST	10.25
21-NOV-16	RT1015	Destination Marketing Fee	5.97
21-NOV-16	RT1015	Tourism Levy	8.20
22-NOV-16	A/R Trans	Transfer to A/R	160.92

-446.83

Credits (CAD)

\*\* Total

\*\*\* Balance

446.83 0.00 -446.83

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Continued on the next page

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

Amber Stewart

Alberta Teachers Association/s

Page Number Guest Number

Invoice Nbr

Folio ID

D

16:47

Arrive Date

21-NOV-16 22-NOV-16

Depart Date No. Of Guest

12:48

Room Number

Club Account

AR Account

As a Starwood Preferred Guest, you could have earned 0 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
11-21-2016	199.00	10.25	8.20	19.44	0.00	-397.81	-160.92	0.00
11-22-2016	0.00	0.00	0.00	0.00	0.00	160.92	160.9 <b>2</b>	0.00
			***************************************				***********	*******
Total	199.00	10.25	8.20	19.44	0.00	-236.89	0.00	0.00

#### **Check Detail**

heck	Table	Check Opened	Minutes	Check Closed	Guests	Reference Info	Location	Employee
062	1015	21.11.2016 21:11	14.08	21.11.2016 21:25	1	stewart	91079 - Westin Edmonton	Santanu Misra
		21.11.16 21:12	1	Delivery Charge / Tr	ay C	5.00	In Room Dining	Elizabeth Gebre
		21.11.16 21:12	1	Club Sandwich		17.00	In Room Dining	Elizabeth Gebre
		21.11.16 21:12	1	Reg Fries			In Room Dining	Elizabeth Gebre
		21.11.16 21:12		*NO*			In Room Dining	Elizabeth Gebre
		21.11.16 21:12	1	Tomato			In Room Dining	Elizabeth Gebre
		21.11.16 21:12	1	Coke		3.00	In Room Dining	Elizabeth Gebre
		21.11.16 21:14					In Room Dining	Santanu Misra
		21.11.16 21:14		15% IRD Service Cl	narge	3.75	In Room Dining	Santanu Misra
		21.11.16 21:14		15.00 %			In Room Dining	Santanu Misra
		21.11.16 21:12		Executive Credit		(15.00)	In Room Dining	Santanu Misra
		21.11.16 21:25		Roomposting		19.44	In Room Dining	Santanu Misra
		21.11.16 21:25					In Room Dining	Santanu Misra
		21.11.16 21:25		Charged Tip Only		5.00	In Room Dining	Santanu Misra
		21.11.16 21:25		STEWART, AMBER	₹		In Room Dining	Santanu Misra
		21.11.16 21:25					In Room Dining	Santanu Misra
				Sub Total		10.00		
				Tax		0.69		
				Service Charge		8.75		<b>,</b>
				Check Total		19.44		