

expense | monthly tracking report

claimant | Hurdman, Trina

position | Trustee, Wards 6 & 7

level | Board of Trustees

reporting period | September 1 to October 31, 2016

date of report | December-09-16



**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Leadership & Law Workshop	10/01/16	Registration Fee	\$156.45	other disclosed	PD course or registration fee
Leadership & Law Workshop	10/01/16	Mileage	\$300.00	travel	PD mileage
Leadership & Law Workshop	10/01/16	Accommodation	\$357.02	travel	PD accommodation
Leadership & Law Workshop	10/01/16	Meals	\$29.02	travel	PD food/non alcoholic beverage

St. Croix, Grace M

From: McLennan Ross LLP <mclennan@mross.com>
Sent: September-15-16 9:44 AM
To: St. Croix, Grace M
Subject: Thank You for Registering

You are now registered for the McLennan Ross School Board Governance, Leadership and the Law Workshop.

Details of how to access the downloadable/printable versions of the seminar materials will be sent to you via e-mail the week of September 26th. If you have problems downloading them or require any additional information please contact Kate Rieger at krieger@mross.com or call 780.482.9315.

We look forward to seeing you in October.

Trina Hurdman

Reference Number: **schoolboard2016-**

Registration Information

McLennan Ross School Board Governance, Leadership and the Law Workshop

Company/Organization Calgary Board of Education

Job Title Vice-Chair

Payment Summary

Subtotal	\$149.00 CAD
+ Taxes	\$7.45 CAD
= Total	\$156.45 CAD

Amount Paid	\$156.45 CAD
Balance Due	\$0.00 CAD



**Calgary Board
of Education**

Kilometre Travel Log

Directi

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: Your Employee Information <i>To be completed by Employee</i>				
Employee ID:*		First Name:* Trina	Last Name:* Hurdman , Vice-Chair,Trustee Wards 6 & 7	
Section 2: Trip Details: <i>To be completed by Employee</i> 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
30-09-16	Governance Leadership & Law Workshop	Calgary	Edmonton	300
02-10-16		Edmonton	Calgary	300
The total weekly km must be entered into the timesheet in PeopleSoft.			Total Kilometres	600
Section 3: <i>To be completed by Employee and Approver</i> The approver must create a PDF copy of the completed Travel Log and send to: cbeincoming@westcanadian.com				
Employee Signature:*	403-817-7931		Time Approver Name:*	Janice Barkway
Employee Phone:*	403-817-7924		Time Approver Signature:*	
Date DD-MM-YY: *			Date DD-MM-YY:*	
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.				



10155 105th Street,
Edmonton, AB T5J 1E2
Tel: (780) 423 4811 Fax: (780) 423 3204

Ms Trina HURDMAN

CANADA

Invoice

Invoice date 10/2/2016
 Invoice number
 Our reference CEP-FC
 Client Number CRS-C
 GST Number 10103 5467 RT0020

Guest	Ms Trina HURDMAN	Arrival	9/30/2016	Departure	10/2/2016	Room
Date	Description	Quantity	Unit Price			Total ()
9/30/2016	Room Charge	1	159.00			159.00
9/30/2016	GST Taxes	1	8.19			8.19
9/30/2016	Tourism Levy	1	6.55			6.55
9/30/2016	Destination Market Fee	1	4.77			4.77
10/1/2016	Malts Lounge 7416	1	15.75			15.75
10/1/2016	Federal Tax GST Lounge 7416	1	0.79			0.79
10/1/2016	Malts Lounge 7416	1	3.46			3.46
10/1/2016	Room Charge	1	159.00			159.00
10/1/2016	GST Taxes	1	8.19			8.19
10/1/2016	Tourism Levy	1	6.55			6.55
10/1/2016	Destination Market Fee	1	4.77			4.77
Total invoice						377.02
10/2/2016	MC ****					-377.02

Subtotal 377.02

For reservations: www.coasthotels.com or 1-800-663-1144

Ms Trina HURDMAN

CANADA

Invoice

Invoice date 10/2/2016
Invoice number
Our reference CEP-FC!
Client Number CRS-G
GST Number 10103 5467 RT0020

Date	Description	Quantity	Unit Price	Total ()
			Total Paid	-377.02
			Total Due	0.00

Total GST 17.17

I agree that my liability for any charges incurred by me is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part of the full amount of these charges. Interest will be charged on any overdue balance.

Signature X _____

For reservations: www.coasthotels.com or 1-800-663-1144

GST#

Thank You For Joining Us At The
Coast Edmonton Plaza Hotel
(780) 423-4811

SIGNATURE _____

PRINT NAME _____

ROOM NUMBER _____

TOTAL 20.02

TIP _____

GRATUIT / NOT INCLJDED
G.S.T. # 10103 5467 RT0020

TOTAL DUE 16.54

SUBTOTAL 15.75
GST 0.79

TOTAL 16.54

16.54

SUBTOTAL 15.75
GST 0.79

2 ORANGE CHICKEN 15.75

SEAT# ITEMS ORDERED AMOUNT

-- Mats Lounge : Joy --

CHECK # 827416
DATE 10/01/16
NAME 59
TIME 7:34PM

MasterCard \$9.02

Food: \$8.59

TOTAL : \$9.02

Net Total: \$8.59
GST \$0.43

1 Chicken Yakisoba \$8.59

Quan Descript Cost

Trans #: 17768
9/30/2016 6:28 PM
Cust: 1

Serv: 100

Table Q#1
GST #122977044
Edmonton, AB
Unit 15L City Centre
Edo Japan