

# expense | monthly tracking report

claimant | Hrdlicka, Julie  
 position | Trustee, Wards 11 & 13  
 level | Board of Trustees  
 reporting period | March 1 to April 30, 2017  
 date of report | June-09-17



**Calgary Board  
of Education**

| Description      | Date<br>(mm/dd/yyyy) | Details and/or Rationale | Amount (CDN\$) | Category        | Expense Type                   |
|------------------|----------------------|--------------------------|----------------|-----------------|--------------------------------|
| uLead Conference | 04/9-11/17           | Conference Fee           | \$446.25       | other disclosed | PD course or registration fee  |
| uLead Conference | 04/9-11/17           | Mileage                  | \$90.00        | travel          | PD mileage                     |
| uLead Conference | 04/9-11/17           | Parking                  | \$51.20        | travel          | PD general                     |
| uLead Conference | 04/9-11/17           | Accommodation            | \$479.84       | travel          | PD accommodation               |
| uLead Conference | 04/9-11/17           | Meal                     | \$26.00        | travel          | PD food/non alcoholic beverage |
|                  |                      |                          |                |                 |                                |
|                  |                      |                          |                |                 |                                |
|                  |                      |                          |                |                 |                                |
|                  |                      |                          |                |                 |                                |



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: April 24 2017

Trustee's Name Julie Hrdlicka, Trustee, Wards 11& 13

Purpose of Trip / Name of Conference: uLead Conference

Departure and Return Date April 9-11 2017

Destination: Banff, AB

| Description of Expenses  <br>Please 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 |
|--|--|---|--|--|--|
| <b>Registration/Conference Fees</b>  | 446.25   |   | 446.25   |  |  |
| <b>Travel Costs</b>  |  |   |  |  |  |
| Airfare  |  |   |  |  |  |
| Insurance  |  |   |  |  |  |
| Rail/Bus   |  |   |  |  |  |
| Taxi/Shuttle Bus/Car Rental<br>at Destination  |  |   |  |  |  |
| Personal Vehicle 180 Km @<br>50¢/Km (submit via PeopleSoft)  | 90.00  |   | 90.00  |  |  |
| Parking – at Destination   | 51.20  |   |  | 51.20  |  |
| <b>Accommodation</b>   |  |   |  |  |  |
| 2 Nights @ \$ <u>239.92</u><br>(Single Rate)   | 479.84   |   |  | 479.84   |  |
| <b>Telecommunication Charges</b><br>(Internet, Phone calls)  |  |   |  |  |  |
| <b>Meals – Receipts required</b><br>(Including tips, excluding meals<br>covered by Conference or Others) |  |   |  |  |  |
| Breakfast(s)<br>(Maximum \$12.00 each)   |  |   |  |  |  |
| Lunch(es)<br>(Maximum \$17.00 each)  |  |   |  |  |  |
| 1 Dinner(s)<br>(Maximum \$26.00 each)  | 26.00  |   |  | 26.00  |  |
| <b>Other – Provide Details</b>   |  |   |  |  |  |
| <b>TOTAL COST OF TRIP</b>  | 1093.29  |   | 536.25   |  |  |
| <b>AMOUNT DUE TO CLAIMANT / &lt;CBE&gt;</b>  |  |   |  | 557.04   |  |

**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.

Claimant's Signature \_\_\_\_\_

Payment Authorization \_\_\_\_\_

St. Croix, Grace M

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**From:** uLead 2016 Conference Team <uleadconference@icloud.com>  
**Sent:** December-14-16 2:35 PM  
**To:** St. Croix, Grace M  
**Subject:** Registration Confirmed - uLead 2017- The Summit of Educational Leadership: Agile Leadership

# uLead

visionary leadership  
for today's learner

Dear Julie,

Your registration has been confirmed for the uLead 2017- The Summit of Educational Leadership: Agile Leadership. Please save this email for future reference.

Name Julie Hrdlicka  
Number of People Registered 1  
Event Title uLead 2017- The Summit of Educational Leadership: Agile Leadership  
Location Fairmont Banff Springs Hotel  
405 Spray Avenue, Banff, Alberta, Alberta T1L 1J4, Canada  
Date Sunday  
Time 6:00 PM  
Confirmation Number **HFN2SN9**

To view your registration online [click here](#)

### Current Registration Details

#### Registration Information:

| Registration Information |  |                      |
|--------------------------|--|----------------------|
| Julie Hrdlicka           | Main Conference                                      |                      |
| Sessions                 |  |                      |
| Julie Hrdlicka           | Conference Registration                              | 09-Apr-2017 1:30 PM  |
| Julie Hrdlicka           | Opening Ceremonies & Opening Evening Keynote Address | 09-Apr-2017 7:00 PM  |
| Julie Hrdlicka           | Breakfast  | 10-Apr-2017          |
| Julie Hrdlicka           | Conference Registration (cont.)                      | 10-Apr-2017 7:00 AM  |
| Julie Hrdlicka           | Conference Opening                                   | 10-Apr-2017 8:30 AM  |
| Julie Hrdlicka           | Opening Keynote                                      | 10-Apr-2017 8:45 AM  |
| Julie Hrdlicka           | Monday Morning Concurrent Sessions                   | 10-Apr-2017 11:00 AM |
| Julie Hrdlicka           | Luncheon   | 10-Apr-2017 12:00 PM |
| Julie Hrdlicka           | Afternoon Keynote Address                            | 10-Apr-2017 1:00 PM  |
| Julie Hrdlicka           | Tuesday Afternoon Concurrent Sessions                | 10-Apr-2017 2:30 PM  |

|                |  |                      |
|----------------|--|----------------------|
| Julie Hrdlicka | Breakfast  | 11-Apr-2017 7:00 AM  |
| Julie Hrdlicka | Conference Registration                              | 11-Apr-2017 7:00 AM  |
| Julie Hrdlicka | Conference Updates                                   | 11-Apr-2017 8:30 AM  |
| Julie Hrdlicka | Keynote: Panel Discussion with Distinguished Leaders | 11-Apr-2017 9:00 AM  |
| Julie Hrdlicka | Tuesday Morning Concurrent Sessions                  | 11-Apr-2017 11:00 AM |
| Julie Hrdlicka | Luncheon   | 11-Apr-2017 12:00 PM |
| Julie Hrdlicka | Keynote  | 11-Apr-2017 1:00 PM  |
| Julie Hrdlicka | Tuesday Afternoon Concurrent Sessions                | 11-Apr-2017 2:30 PM  |
| Julie Hrdlicka | Breakfast  | 12-Apr-2017 7:00 AM  |
| Julie Hrdlicka | Wednesday Morning Concurrent Sessions                | 12-Apr-2017 8:45 AM  |
| Julie Hrdlicka | Closing Keynote Address                              | 12-Apr-2017 10:30 AM |
| Julie Hrdlicka | Conference Closing & Prize Draws                     | 12-Apr-2017 11:30 AM |

### Order Summaries

| Order: PKNNGBGSHM7 |            | Order Date: 14-Dec-2016 2:34 PM MT |                   |
|--------------------|------------|------------------------------------|-------------------|
| Item               | Price      | Quantity                           | Amount            |
| Main Conference    | CAD 425.00 | 1                                  | CAD 425.00        |
| .gst tax           | 5.00%      |                                    | CAD 21.25         |
| <b>Order Total</b> |            |                                    | <b>CAD 446.25</b> |

### Payment Details

| Order Summaries:       |              |              |            |          |
|------------------------|--------------|--------------|------------|----------|
| Date                   | Type         | Am't Ordered | Am't Paid  | Am't Due |
| 14-Dec-2016 2:34 PM MT | online order | CAD 446.25   | CAD 446.25 | CAD 0.00 |
| Payment Details:       |              |              |            |          |
| Date                   | Type         | Am't Ordered | Am't Paid  | Am't Due |

14-Dec-2016

MasterCard

CAD 446.25

If you do not wish to receive future emails from uLead 2017 Conference Team please [Opt-Out](#).

Your payment for the uLead 2017- The Summit of Educational Leadership: Agile Leadership event has been successfully processed. Please save this email for your records.

**Transaction  
Information:**

| <b>Item</b>              | <b>Transaction<br/>Information</b> | <b>Quantity</b> | <b>Amount</b>    |
|--------------------------|------------------------------------|-----------------|------------------|
| Main Conference          | CAD 425.00                         | 1               | CAD<br>425.00    |
| .gst tax                 | 5.00%                              |                 | CAD 21.25        |
| <b>Transaction Total</b> |                                    |                 | <b>CAD446.25</b> |

Registration Confirmation Number: HFN2SN5

[View your registration](#)

If you have any questions about this transaction or email, please contact uLead 2017 Conference Team directly





# 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** *To be completed by Employee*

**Employee ID:\***                      **First Name:\*** Julie                      **Last Name:\*** Hrdlicka, Trustee Wards 11 & 13

**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 |
|------------------|------------------|------------------|--------------|-------------------|
| 09/04/17         | uLead Conference | Calgary          | Banff        | 90                |
| 11/04/17         |                  | Banff            | Calgary      | 90                |
|                  |                  |                  |              |                   |
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|                  |                  |                  |              |                   |

**The total weekly km must be entered into the timesheet in PeopleSoft.**                      **Total Kilometres**                      180

**Section 3: To be completed by Employee and Approver** The approver must create a PDF copy of the completed Travel Log and send to: [cbeincoming@westcanadian.com](mailto:cbeincoming@westcanadian.com)

|                             |                                  |                        |
|-----------------------------|----------------------------------|------------------------|
| <b>Employee Signature:*</b> | <b>Time Approver Name:*</b>      | Kelly Ann Fenney,      |
| <b>Employee Phone:*</b>     | <b>Time Approver Signature:*</b> |                        |
| <b>Date DD-MM-YY: *</b>     | <b>Time Approver Phone:*</b>     | <b>Date DD-MM-YY:*</b> |
| 403-817-7927                | 403-817-7924                     |                        |

Personal information is collected under the authority of Alberta's *Freedom of Information and Protection of Privacy Act (FOIP)*. 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.

THE *Fairmont*  
BANFF SPRINGS

405 Spray Avenue  
P.O. Box 960  
Banff, Alberta Canada T1L 1J4  
T 403 762 2211 F 403 762 5755

Room :  
Folio # : 1293  
Cashier # : 351721  
Page # : 1 of 2  
Group Name : uLead 2017-Council for School Leader

Alberta Teacher's Association (The)  
MS Julie Hrdlicka  
1221 - 8 Street SW  
Calgary AB T2R 0L4  
Canada

Arrival : 04-09-17  
Departure : 04-11-17

INFORMATION INVOICE

| Date         | Description                  | Additional Information      | Charges       | Credits       |
|--------------|------------------------------|-----------------------------|---------------|---------------|
| 04-09-17     | Package Charge               |                             | 217.00        |               |
| 04-09-17     | Tourism Improvement Fee (2%) |                             | 4.10          |               |
| 04-09-17     | Alberta Tourism Levy (4%)    |                             | 8.36          |               |
| 04-09-17     | Room GST (5%)                |                             | 10.46         |               |
| 04-09-17     | Self Parking                 |                             | 25.00         |               |
| 04-09-17     | Package GST (5%)             |                             | 0.60          |               |
| 04-10-17     | In Room Dining               | Line# 1916 : CHECK# 0022517 | 36.23         |               |
| 04-10-17     | Package Charge               |                             | 217.00        |               |
| 04-10-17     | Tourism Improvement Fee (2%) |                             | 4.10          |               |
| 04-10-17     | Alberta Tourism Levy (4%)    |                             | 8.36          |               |
| 04-10-17     | Room GST (5%)                |                             | 10.46         |               |
| 04-10-17     | Self Parking                 |                             | 25.00         |               |
| 04-10-17     | Package GST (5%)             |                             | 0.60          |               |
| 04-11-17     | Visa                         | XXXXXXXXXXXXX XX/XX         |               | 567.27        |
| <b>Total</b> |                              |                             | <b>567.27</b> | <b>567.27</b> |

**Balance Due 0.00**

GST Summary

|              |              |
|--------------|--------------|
| Room         | 20.92        |
| F&B          | 1.73         |
| Other        | 3.58         |
| <b>Total</b> | <b>26.23</b> |

For information or reservations, visit us at  
[www.fairmont.com](http://www.fairmont.com) or call Fairmont Hotels & Resorts from:  
United States or Canada 1 800 441 1414  
Pour information et réservations visitez notre web au  
[www.fairmont.com](http://www.fairmont.com) ou téléphoner au Hôtels Fairmont de:  
États-Unis ou Canada 1 800 441 1414

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part of or the full amount of these charges. Overdue balance subject to a surcharge at the rate of 1.5% per month after one month. (18.00% per annum.)  
I have accepted delivery of The Globe and Mail. Had I refused, I would have been eligible for a \$1.00 (Mon-Fri) and \$2.00 (Sat.) credit to my account. (At participating hotels.)

Je me porte personnellement responsable du règlement total de cette note au cas où la compagnie, l'association ou son représentant désigné en refuserait le paiement. Les comptes en souffrance sont sujets à un intérêt de 1.5% par mois après un mois. (18,00% par année)  
J'ai accepté la livraison du journal The Globe and Mail. Si j'avais refusé, j'aurais pu obtenir un crédit à mon compte de 1,00\$ par jour (du Lundi au Vendredi) et de 2,00\$ le Samedi (Dans les hôtels participants.)

**Thank you for choosing to stay with Fairmont Hotels & Resorts  
Merci d'avoir choisi les Hôtels Fairmont**



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BANFF SPRINGS

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INFORMATION INVOICE

| Date | Description | Additional Information | Charges | Credits |
|------|-------------|------------------------|---------|---------|
|------|-------------|------------------------|---------|---------|

Thank you for choosing Fairmont Hotels & Resorts.

To provide feedback about your stay please contact David Roberts, General Manager, at [David.Robertsgm@fairmont.com](mailto:David.Robertsgm@fairmont.com).  
We also invite you to share memories of your experience on our community forum - visit [www.everyonesanoriginal.com](http://www.everyonesanoriginal.com).

For information or reservations, visit us at  
[www.fairmont.com](http://www.fairmont.com) or call Fairmont Hotels & Resorts from:  
United States or Canada 1 800 441 1414  
Pour information et réservations visitez notre web au  
[www.fairmont.com](http://www.fairmont.com) ou téléphoner au Hôtels Fairmont de:  
Etats-Unis ou Canada 1 800 441 1414

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part of or the full amount of these charges. Overdue balance subject to a surcharge at the rate of 1.5% per month after one month. (18.00% per annum.)  
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Thank you for choosing to stay with Fairmont Hotels & Resorts  
Merci d'avoir choisi les Hôtels Fairmont

Fairmont Banff Springs  
In Room Dining

468 Olivia

1916/1

CHK 2517 GST 1

HRDLICKA

APR10'17 5:32PM

|                   |       |
|-------------------|-------|
| 1 Delivery Charge | 5.00  |
| 1 GREEN SALAD     | 16.00 |
| 1 S- FRIES        | 4.00  |
| 1 POP             | 5.00  |

|                 |                |
|-----------------|----------------|
| Food            | 25.00          |
| Delivery Charge | 5.00           |
| IRD AUTO GRAT   | 4.50           |
| GST             | 1.73           |
| Total Due ..    | <b>\$36.23</b> |

GRATUITY \_\_\_\_\_

TOTAL \_\_\_\_\_

ROOM/ACCT # \_\_\_\_\_

PRINT NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

GST#849681721RT0006

*Maximum covered  
by CBE is \$26.00*