

expense | monthly tracking report

claimant | King, Pamela
position | Trustee, Wards 5 & 10
level | Board of Trustees
reporting period | March 1 to April 30, 2017
date of report | June-09-17



**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
ASCA Conference	04/28/17	Registration Fee	\$385.00	other disclosed	BUS general
ASCA Conference	04/28/17	Mileage	\$300.00	travel	BUS mileage
ASCA Conference	04/28/17	Accommodation	\$167.28	travel	BUS accommodation
ASCA Conference	04/28/17	Meals	\$20.40	travel	BUS food/non alcoholic beverage



Calgary Board of Education

Trustee Professional Development and 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: May 02 2017

Trustee's Name Pamela King, Trustee Wards 5 & 10

Purpose of Trip / Name of Conference: Alberta School Councils Conference & AGM

Departure and Return Date April 28-29 2017 Destination: Edmonton

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	385.00		385.00		
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					
Accommodation					
1 Nights @ \$ 167.28 (Single Rate)	167.28		167.28		
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)	20.40		20.40		
Other – Provide Details					
TOTAL COST OF TRIP	872.68		872.68		

AMOUNT DUE TO CLAIMANT / <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.

Claimant's Signature

[Handwritten Signature]

Payment Authorization

1200. 9925.109 Street Edmonton Alberta Canada T5K 2J8
 Phone 780.451.7142 or 1.800.661.3470 Fax 780.455.0167

**Alberta School Councils'
 Association**

Invoice

Date	Invoice #
2017-04-18	20000

Bill To
Pamela King Calgary Board of Education 1221 - 8 Street SW Calgary, AB T2R 0L4 Canada

Ship To
Pamela King Calgary Board of Education 1221 - 8 Street SW Calgary, AB T2R 0L4 Canada

PO Number	Terms	Due Date
	Due on receipt	2017-04-18

Qty	Description	Price	Totals
1	2017 - Yes, I am purchasing INDIVIDUAL event tickets - Pamela King	-----	-----
1	2017 Saturday ONLY Daytime Non-member - Pamela King	\$385.00	\$385.00
Sub-Total			\$385.00
Total			\$385.00

Payments/Adjustments

Qty	Description	Price	Totals
1	Payment via Credit Card (using card xxxxxxxxxxxx) <i>Applied to invoice on 2017-04-18 3:57:43 PM</i>	-\$385.00	-\$385.00
Total Payments/Adjustments			-\$385.00
Balance Due			\$0.00



Kilometre Travel Log

Directions: 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:* 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	Purpose for Trip	Trip Starts From	Trip Ends At	Distance in km
04/28/2017	ASCA Conference & AGM	Calgary	Edmonton	300
04/29/2017		Edmonton	Calgary	300
The total weekly km must be entered into the timesheet in PeopleSoft.			Total Kilometres	600
Section 3: To be completed by Employee and Approver The approver must create a PDF copy of the completed Travel Log and send to: cbeincomin@westcanadian.com				
Employee Signature:*			Time Approver Name:*	Trish Minor
Employee Phone:*	403-817-7929 U		Time Approver Signature:*	
Date DD-MM-YY: *	Time Approver Phone:* 403-817-7924		Date DD-MM-YY: * May 3, 2017	
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.				


DELTA
 HOTELS
 MARRIOTT

EDMONTON SOUTH
CONFERENCE CENTRE

4404 Gateway Boulevard NW, Edmonton, Alberta, T6H 5C2
Tel: 780-434-6415 Fax: 780-436-9247

Pamela King
Canada

Room: _____
 Folio: 59
 Cashier: 145
 Arrival: 04-28-17
 Departure: 04-29-17

Group: AB School Councils' Association Attendee

Date	Description	Additional Information	Charges	Credits
04-28-17	Aurora - Dinner	Room# 0321 : CHECK# 4895	20.40	
04-28-17	Room Charge		149.00	
04-28-17	Room Destination Marketing Fee		4.47	
04-28-17	Room GST		7.67	
04-28-17	AB Tourism Levy		6.14	
04-29-17	Master Card	XXXXXXXXXXXXX XX/XX		187.68

GST Summary		Total	187.68	187.68
Registration No: 865717755		Balance Due	0.00	CDN
Room 7.67				
F&B 0.85				
Other 10.61				
Total 19.13				

Guest Signature: _____

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.

ASCA Conference

**** AURORA ****

4404 Gateway Blvd

Edmonton, AB

Tel: 780-431-3468

Review Us on TripAdvisor.ca

GST#865717755RT0001

54318 Shayla

CHK 4895 TBL 60/2

GST 1

28 APR'17 9:41 PM

1 MAIN REG CAESAR SALAD	12.00
1 ADD CHICKEN	5.00

Subtotal: \$17.00

GST % TAX \$0.85

9:41 PM

TOTAL DUE: \$17.85

PLEASE COMPLETE FOR ROOM CHARGES

GRATUITY 2.55

TOTAL 20.40

ROOM NUMBER _____

PRINT LAST NAME _____

SIGNATURE _____