expense | monthly tracking report

claimant | Ferguson, Lynn position | Trustee, Wards 3 & 4 level | Board of Trustees reporting period | May 1 to June 30, 2017 date of report | August-11-17



Description	Date	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
	(mm/dd/yyyy)				
ASBA SGM, Red Deer, AB	06/04/17	Registration Fee	\$682.50	travel	conferences & workshops
ASBA SGM, Red Deer, AB	06/05/17	Mileage - Calgary to Red Deer Return	\$150.00	travel	BUS mileage
ASBA SGM, Red Deer, AB	06/05/17	Accommodation, June 4 2017	\$175.04	travel	BUS accommodation

Calgary BoardTrustee Professional Development andof EducationTravel & 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.

Cetails of Trip Please Print				Date: June 15 2017	7
Trustee's Name Lynn Ferguson, 1					
Purpose of Trip / Name of Conferent Departure and Return Date June 4		pring Genera	_Destination: Red D	eer Alberta	
	0 2011		_Destinationtou D		<u> </u>
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	682.50		682.50		Invoiced
Travel Costs					
Airfare					
Insurance					
Rail/Bus					
Taxi/Shuttle Bus/Car Rental at Destination					
Personal Vehicle 300 Km @ 50¢/Km (submit via PeopleSoft)	150.00		150.00	Sent to HR	
Parking – at Destination					
Accommodation					
1 Nights @ \$ <u>175.04</u> (Single Rate)	175.04		175.04		
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)					
Dinner(s) (Maximum \$26.00 each)					
Other – Provide Details					
TOTAL COST OF TRIP	1007.54		1007.54		

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.



INVOICE

 NUMBER
 0000037235

 DATE
 June 14, 2017

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	EXTENDED PRICE		
Spring General Meeting 2017		1	650.00	650.00		
Attendee(s): L.Ferguson						
			NET AMOUNT	650.00		
			FREIGHT			
			G.S.T.	32.50		
			TOTAL DUE	\$682.50		
			TOTAL DUE	\$682.50		



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: Yo	our Employee Information To be c	ompleted l	by Employee			
Employee ID	: First Name:	Lynn*	Last Na	ame:* Fe	rguson, Trustee Wa	rds 3 & 4
	ip Details: To be completed by Em h trip on a separate row.	<i>ployee</i> Red	ord the date, purp	ose, begin	ning and ending location	ons, and
Date DD-MM-YY	Purpose for Trip	Trip S	Trip Starts From T		Trip Ends At	Distance in km
04-06-17	ASBA SGM	Calg	ary	Re	d Deer	150
05-06-17		Red	Deer	Ca	lgary	150
					- 61-11-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-	
					en ander sen son ander son of en Marine ()	
			n 11. T. Still I See Anna Marine Protecte		IM RAME DRIVE THE REPORT OF THE REAL	
	kly km must be entered into the times				al Kilometres	300
	b be completed by Employee and Appendix be completed by Employee and Appendix be and an appendix be and appendix be and appendix be an append					ed Travel Log
Employee			HR Jane		Patricia Minor	
Signature:*		T	Time Approver Name:*		Fatticia Millio	
Employee Phone:*	403-817-7926	Т	me Approver Sig	nature:*		
Date DD-MM-Y	Time Approver Phone:* 403-817-7924	D	ate DD-MM-YY:* 21-0	6-1-	7	
management of pe protection provision	on is collected under the authority of Alberta's Freed rsonnel and for the delivery of various Human Reso is of FOIP. If you have any questions about the FO re information, please contact the Employee Contact	ources program IP Act, please	tion and Protection of Pl is at the Calgary Board access http://www.cbe.a	rivacy Act (FO of Education.	DIP). This information will be It will be treated in accordance	ce with the privacy

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Directio

Sheraton Red Deer 3310 50 Avenue Red Deer, AB T4N 3X9 Canada Tel: 403-346-2091 Fax: 403-340-0255



Sheraton

Ms Lynn Ferguson ALBERTA SCHOOL BOARD 1221-8th Street Sw Calgary, AB, T2R 0L4 AF03AB - Alberta School Bo		Page Number Guest Number Folio ID Arrive Date Depart Date No. Of Guest Room Number Club Account Tax Invoice	: : : : : : : : : : : : : : : : : : : :	1 A 04-JUN-17 05-JUN-17 1	Invoice Nbr 18:25 08:21	: 274
Tax ID : R849702444 Sheraton Red Deer JUN-05 Date Reference 04-JUN-17 RT1201 05-JUN-17 MC	-2017 08:30 KELSBAS Description Room Chrg Grp Association GST Room Charge Tourism Levy SRD Destination Marketing MasterCard / Diners Intl- ** Total *** Balance		C	harges (CAD) 159.00 8.03 6.42 1.59 175.04 0.00	- 175.04 - 175.04	
GST Summary GST#	ŧ R849702444				Amount (CA	D)

GST Room Revenue	8.03
GST Food & Beverage	0.00
GST Telephone	0.00
GST Other	0.00
GST Total	8.03

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Continued on the next page

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(S) Sheraton

Ms Lynn Ferguson	Page Number	:	2	Invoice Nbr	: 274:
ALBERTA SCHOOL BOARDS ASSOCIAT	Guest Number	:	-		
1221-8th Street Sw	Folio ID	:	А		
Calgary, AB, T2R 0L4	Arrive Date	:	04-JUN-17	18:25	
AF03AB - Alberta School Boards' Ass Att	Depart Date	:	05-JUN-17	08:21	
	No. Of Guest	:	1		
	Room Number	:			
	Club Account	:			

EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room Chgs	Food & Bev	Telephone	Other	Total	Payment	
06-04-2017	175.04	0.00	0.00	0.00	175.04	0.00	
06-05-2017	0.00	0.00	0.00	0.00	0.00	-175.04	
Total	175.04	0.00	0.00	0.00	175.04	-175.04	