

expense | monthly tracking report

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



**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
ASBA SGM, Red Deer, AB	06/04/17	Registration Fee - June 4/6 2017	\$682.50	travel	conferences & workshops
ASBA SGM, Red Deer, AB	06/06/17	Mileage - Calgary to Red Deer Return	\$150.00	travel	BUS mileage
ASBA SGM, Red Deer, AB	06/04/17	Accommodation, June 4/6 2017	\$350.08	travel	BUS accommodation



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: June 15 2017

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

Purpose of Trip / Name of Conference: ASBA Spring General Meeting

Departure and Return Date June 4-6 2017

Destination: Red Deer, Alberta

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					
2 Nights @ \$ 175.04 (Single Rate)	350.08		350.08		
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	1182.58		1182.58		

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 _____

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

INVOICE

NUMBER 0000037238

DATE June 14, 2017

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 Attendee(s): J.Hrdlicka	1	650.00	650.00	
		NET AMOUNT	650.00	
		FREIGHT G.S.T.	32.50	
		TOTAL DUE	\$682.50	

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



Sheraton

Ms Julie Hrdlicka
 AF03AB - Alberta School Boards' Ass Att

Page Number : 1 Invoice Nbr : 274
 Guest Number :
 Folio ID : A
 Arrive Date : 04-JUN-17 17:34
 Depart Date : 06-JUN-17 11:30
 No. Of Guest : 1
 Room Number :
 Club Account :

Copy

Tax ID : R849702444

Sheraton Red Deer JUN-08-2017 08:59 JERRINA

Date	Reference	Description	Charges (CAD)	Credits (CAD)
04-JUN-17	DEPOSIT	Deposit-MC-		-350.08
04-JUN-17	RT1204	Room Chrg Grp Association	159.00	
04-JUN-17	RT1204	GST Room Charge	8.03	
04-JUN-17	RT1204	Tourism Levy	6.42	
04-JUN-17	RT1204	SRD Destination Marketing	1.59	
05-JUN-17	RT1204	Room Chrg Grp Association	159.00	
05-JUN-17	RT1204	GST Room Charge	8.03	
05-JUN-17	RT1204	Tourism Levy	6.42	
05-JUN-17	RT1204	SRD Destination Marketing	1.59	
** Total			350.08	-350.08
*** Balance			-0.00	

GST Summary	GST# R849702444	Amount (CAD)
GST Room Revenue		16.06
GST Food & Beverage		0.00
GST Telephone		0.00
GST Other		0.00
GST Total		16.06

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Continued on the next page

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



Sheraton

Ms Julie Hrdlicka
 AF03AB - Alberta School Boards' Ass Att

Page Number : 2 Invoice Nbr : 274499
 Guest Number :
 Folio ID : A
 Arrive Date : 04-JUN-17 17:34
 Depart Date : 06-JUN-17 11:30
 No. Of Guest : 1
 Room Number :
 Club Account :

As a Starwood Preferred Guest, you could have earned 633 Starpoints for this visit. Please provide your member number or enroll today.

Tell us about your stay. www.sheraton.com/reviews

EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room Chgs	Food & Bev	Telephone	Other	Total	Payment
06-04-2017	175.04	0.00	0.00	-350.08	-175.04	0.00
06-05-2017	175.04	0.00	0.00	0.00	175.04	0.00
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total	350.08	0.00	0.00	-350.08	0.00	0.00