expense | monthly tracking report

claimant | King, Pamela

position | Trustee, Wards 5 & 10

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)					
2017 Edwin Parr	05/24/17	Edwin Parr Teacher Award Gala	\$60.00	other disclosed	PD food/non alcoholic beverage	
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 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	



2017 Edwin Parr Teacher Award Recognition Evening



Pamela King

Wednesday, 24 May 2017 from 6:00 PM to 9:00 PM (MDT) Calgary Italian Cultural Centre 416 1st Avenue N.E. Calgary Alberta Canada

ment Status
Eventbrite

Completed

Order Info

Order #628260453. Ordered by Grace St Croix on 11 May 2017 8:50 AM

RSVP \$60.00

Event Information:

Thank you for your RSVP to the Edwin Parr Teacher Award Recognition Evening.

Please bring your ticket to the event.

Please share this event with anyone (friends, family, coworkers) who you think would like to attend the Award Recognition Evening.

Should you have any questions or require assistance prior to the event, please email Lisa Wine at lisawine59@gmail.com.



Eventbrite

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Calgary Board Frustee Professional Development and of Education 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.

Trustee's Name Pamela King, Tru	stee Wards	5 & 10 Spring Genera	I Meeting		-
Purpose of Trip / Name of Conferer Departure and Return Date June 4	-6. 2017	phing Genera	_Destination: Red D	eer, Alberta	
Departure and Neturn Date					
ੇescription of Expenses ੀease artach 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
Cidanianico	Cigilataro



INVOICE

NUMBER

0000037239

TOTAL DUE

\$682.50

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	650.0
Attendee(s): P.King				
		N	ET AMOUNT	650.0
		•••		
			FREIGHT G.S.T.	32.5



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 comp Employee ID.* First Name.* Pam				* King,	Trustee Wards 5 & 10		
	rip Details: To be completed by En	nployee Red	cord the date, purp	ose, begi	nning and ending loo	cations, and	
Date DD-MM-YY	Purpose for Trip		Trip Starts From Tr		rip Ends At	Distance in km	
06-04-17	ASBA SGM	Calgary		Re	ed Deer	150	
06-06-17					algary	150	
The tet-l	kly km must be entered into the time	ahaat in Da	onloSoft	To	tal Kilometres	300	
Section 3: 7	o be completed by Employee and A	Approver Th	e approver must c	reate a P	DF copy of the comp	day-out-started	
and send to: c Employee Signature:*	beincoming@westcanadian.com		#R vunu/		Trish Minor		
Employee Phone:*	403-817-7929/		ime Approver Sig				
76-15-17 Time Approver Phone: 403-817-7924			ate DD-MM-YY:*	Jane	e 15/201	7	
Personal informat	ion is collected under the authority of Alberta's Fre	edom of Informa	tion and Protection of P	Privacy Act (F	FOIP). This information will	be used for the	

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.

Sheraton Red Deer 3310 50 Avenue Red Deer, AB T4N 3X9

Canada

Tel: 403-346-2091 Fax: 403-340-0255



Sheraton'

: 274 Page Number 1 Invoice Nbr Ms Pamela King Guest Number 1221 8 ST SW Folio ID Α CALGARY, AB, T2R 0L4 Arrive Date 04-JUN-17 17:12 AF03AB - Alberta School Boards' Ass Att 11:00 Depart Date : 06-JUN-17 No. Of Guest 1 Room Number : SPG - A4208

Copy Tax Invoice

Club Account

Tax ID:	R849702444			
Sheraton Red	Deer JUN-06-2	2017 11:10 KELSBAS		
Date F	Reference	Description	Charges (CAD)	Credits (CAD)
04-JUN-17 F	RT1202	Room Chrg Grp Association	159.00	
04-JUN-17 F	RT1202	GST Room Charge	8.03	
04-JUN-17 F	RT1202	Tourism Levy	6.42	
04-JUN-17 F	RT1202	SRD Destination Marketing	1.59	
05-JUN-17 I	RT1202	Room Chrg Grp Association	159.00	
05-JUN-17 I	RT1202	GST Room Charge	8.03	
05-JUN-17 I	RT1202	Tourism Levy	6.42	
05-JUN-17 I	RT1202	SRD Destination Marketing	1.59	
06-JUN-17 i	MC	MasterCard / Diners Intl-		-350.08
		** Total	350.08	-350.08
		*** Balance	-0.00	

GST Summary	GST# R849702444	Amount (CAD)
GST R	oom Revenue	16.06
GST F	ood & Beverage	0.00
GST T	elephone	0.00
GST C	Other	0.00
	GST Total	16.06

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Continued on the next page

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Canada

Tel: 403-346-2091 Fax: 403-340-0255



SPG - A4208

Sheraton^{*}

: 274

Page Number 2 Invoice Nbr Ms Pamela King Guest Number 1221 8 ST SW CALGARY, AB, T2R 0L4 Folio ID Α 04-JUN-17 AF03AB - Alberta School Boards' Ass Att Arrive Date 17:12 Depart Date 06-JUN-17 11:00 No. Of Guest 1 Room Number

EXPENSE SUMMARY REPORT

Currency: CAD

Club Account

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	175.04	0.00	0.00	0.00	175.04	0.00
06-06-2017	0.00	0.00	0.00	0.00	0.00	-350.08

Total	350.08	0.00	0.00	0.00	350.08	-350.08