

## 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



**Calgary Board  
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
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



Event

# 2017 Edwin Parr Teacher Award Recognition Evening



Date+Time

Wednesday, 24 May 2017 from  
6:00 PM to 9:00 PM (MDT)

Location

Calgary Italian Cultural Centre  
416 1st Avenue N.E.  
Calgary Alberta  
Canada

Name

Pamela King

Payment Status

Eventbrite  
Completed

Order Info

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



Type

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, co-workers) 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](mailto:lisawine59@gmail.com).

**Eventbrite**

**Do you organize events?**

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[www.eventbrite.ca](http://www.eventbrite.ca)



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 Pamela King, Trustee Wards 5 & 10

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
<b>Registration/Conference Fees</b>	682.50		682.50		Invoiced
<b>Travel Costs</b>					
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					
<b>Accommodation</b>					
2 Nights @ \$ <u>175.04</u> (Single Rate)	350.08		350.08		
<b>Telecommunication Charges</b> (Internet, Phone calls)					
<b>Meals – Receipts required</b> (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)					
<b>Other – Provide Details</b>					
<b>TOTAL COST OF TRIP</b>	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



# INVOICE

**NUMBER** 0000037239

**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  Attendee(s): P.King	1	650.00	650.00
		<b>NET AMOUNT</b>	650.00
		<b>FREIGHT G.S.T.</b>	32.50
		<b>TOTAL DUE</b>	<b>\$682.50</b>



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



**Sheraton**

Ms Pamela King  
 1221 8 ST SW  
 CALGARY, AB, T2R 0L4  
 AF03AB - Alberta School Boards' Ass Att

Page Number : 1 Invoice Nbr : 274  
 Guest Number :  
 Folio ID : A  
 Arrive Date : 04-JUN-17 17:12  
 Depart Date : 06-JUN-17 11:00  
 No. Of Guest : 1  
 Room Number :  
 Club Account : SPG - A4208

Copy Tax Invoice

Tax ID : R849702444

Sheraton Red Deer JUN-06-2017 11:10 KELSBAS

Date	Reference	Description	Charges (CAD)	Credits (CAD)
04-JUN-17	RT1202	Room Chrg Grp Association	159.00	
04-JUN-17	RT1202	GST Room Charge	8.03	
04-JUN-17	RT1202	Tourism Levy	6.42	
04-JUN-17	RT1202	SRD Destination Marketing	1.59	
05-JUN-17	RT1202	Room Chrg Grp Association	159.00	
05-JUN-17	RT1202	GST Room Charge	8.03	
05-JUN-17	RT1202	Tourism Levy	6.42	
05-JUN-17	RT1202	SRD Destination Marketing	1.59	
06-JUN-17	MC	MasterCard / Diners Intl		-350.08
** 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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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	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
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Total	350.08	0.00	0.00	0.00	350.08	-350.08