expense | monthly tracking report

claimant | Stewart, Amber

position | Trustee, Wards 12 & 14

level | Board of Trustees

reporting period | May 1 to June 30, 2017

date of report | August-11-17



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	06/05/17	Mileage - Calgary to Red Deer Return	\$150.00	travel	BUS mileage
ASBA SGM, Red Deer, AB	06/04/17	Accommodation, June 4 2017	\$175.04	travel	BUS accommodation



Calgary Board Trustee 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.

Details of Trip Please Print				Date: June 15, 201	<u> </u>
Trustee's Name Amber Stewart, Tr					
Purpose of Trip / Name of Conferen	ce: ASBA S	pring Genera	l Meeting		
Departure and Return Date June 4-	-5, 2017		_Destination: <u>Red D</u>	eer, 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					
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< td=""><td>></td><td></td><td></td><td></td><td></td></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 Standards				
Claimant's Standards Payment Authorization	The state of the s	 , 		
	Claimant's Signature	Payment Authorization	·	



INVOICE

TOTAL DUE

\$682.50

NUMBER

0000037234

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.



Kilometre Travel Log

Direction

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 completed by Employee						
Employee ID:*	First Name:* Amber	Last Name:* Stewart	Last Name:* Stewart, Trustee Wards 12&14			
	Details: To be completed by Empletrip on a separate row.	loyee Record the date, purpo	se, beginning and endir	ng locations, and		
Date DD-MM-YY	Purpose for Trip	Trip Starts From	Trip Ends At	Distance in km		
04-06-2017	ASBA SGM	Calgary	Red Deer	150		
06-06-2017		Red Deer	Calgary	150		
The total weekl	y km must be entered into the timesh	eet in PeopleSoft.	Total Kilometres	300		
	be completed by Employee and Application	prover The approver must create the Ato HR Tune 2	/	completed Travel Log		
Employee Signature:*		Time Approver Nar	Dotrinia A	linor		
Employee Phor		Time Approver Signature:*				
Date DD-MM-YY: * Time Approver Phone:* 403-817-7924			Date DD-MM-YY:* 21-06-17			
management of perso protection provisions	is collected under the authority of Alberta's Freedo onnel and for the delivery of various Human Resou of FOIP. If you have any questions about the FOIP information, please contact the Employee Contact	rces programs at the Calgary Board of Act, please access http://www.cbe.ab	Education. It will be treated in	accordance with the privacy		

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

Canada

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



Sheraton'

: 274

1 Invoice Nbr Page Number Ms Amber Stewart **Guest Number** ALBERTA SCHOOL BOARDS ASSOCIAT Folio ID 1221-8th Street Sw 04-JUN-17 16:30 Arrive Date Calgary, AB, T2R 0L4 05-JUN-17 08:01 AF03AB - Alberta School Boards' Ass Att Depart Date No. Of Guest Room Number

Club Account

Tax Invoice

R849702444 Tax ID:

Sheraton Red Deer, JUN-05-2017, 08:10, KELSBAS

Sheraton Red Deer JUN	05-2017 08:10 KELSBAS		
Date Reference	Description	Charges (CAD)	Credits (CAD)
04-JUN-17 RT413	Room Chrg Grp Association	159.00	
04-JUN-17 RT413	GST Room Charge	8.03	
04-JUN-17 RT413	Tourism Levy	6.42	
04-JUN-17 RT413	SRD Destination Marketing	1.59	
05-JUN-17 MC	MasterCard / Diners Intl-		-175.04
	** Total	175.04	-175.04
	*** Balance	0.00	

GST Summary	GST# R849702444	Amount (CAD)
GST R	oom Revenue	8.03
	ood & Beverage	0.00
	elephone	0.00
GST C	ther	0.00
	GST Total	8.03

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Continued on the next page

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Canada

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Sheraton'

Ms Amber Stewart ALBERTA SCHOOL BOARDS ASSOCIAT

1221-8th Street Sw

Calgary, AB, T2R 0L4 AF03AB - Alberta School Boards' Ass Att Page Number Guest Number

Folio ID

Arrive Date

Depart Date No. Of Guest

Room Number Club Account

2

Invoice Nbr

: 274

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04-JUN-17

16:30 08:01

:

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05-JUN-17

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