

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



**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	06/05/17	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



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 Amber Stewart, Trustee Wards 12 & 14

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

Departure and Return Date June 4-5, 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					
1 Nights @ \$ 175.04 (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.

Claimant's Signature

Payment Authorization



INVOICE

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.

Customer Number	P.O. NUMBER	TERMS	
CAL02		Due on Receipt	
DESCRIPTION	REQ.	UNIT PRICE	EXTENDED PRICE
Spring General Meeting 2017 Attendee(s): A.Stewart	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 Amber Stewart
 ALBERTA SCHOOL BOARDS ASSOCIAT
 1221-8th Street 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 16:30
 Depart Date : 05-JUN-17 08:01
 No. Of Guest : 1
 Room Number :
 Club Account :

Tax Invoice

Tax ID : R849702444

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



Sheraton

Ms Amber Stewart
 ALBERTA SCHOOL BOARDS ASSOCIAT
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 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