

expense | monthly tracking report

claimant | Hrdlicka, Julie

position | Trustee

level | Board of Trustees

reporting period | January 1 to February 28, 2018

date of report | April-13-18



**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
ASBA Winter Leadership Academy	01/15-16/18	Registration Fee	\$761.25	travel	PD course or registration fee
ASBA Winter Leadership Academy	01/15-16/18	Mileage	\$300.00	travel	PD mileage
ASBA Winter Leadership	01/15-16/18	Accommodation Jan 15 2018	\$170.65	travel	PD accommodation
Canadian Club of Calgary	02/14/18	Luncheon with Kathleen Mahoney	\$63.00	other disclosed	PD food/non alcoholic beverage



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: January 31 2018

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

Purpose of Trip / Name of Conference: ASBA Winter Leadership Academy

Departure and Return Date January 15-16 2018

Destination: Edmonton

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	761.25		761.25		Invoiced
Travel Costs					
Airfare					
Insurance					
Rail/Bus					
Taxi/Shuttle Bus/Car Rental at Destination					
Personal Vehicle 600 Km @ 50¢/Km (submit via PeopleSoft)	300.00		300.00		Sent to HR
Parking – at Destination					
Accommodation					
1 Nights @ \$ 170.65 (Single Rate)	170.65		170.65		
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	1231.90		1231.90		

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



**Alberta School Boards
Association**

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.

*Grace
Trustees*

INVOICE

NUMBER 0000038069

DATE January 29, 2018

DUPLICATE COPY
 FEB 03 2018
 Accounts Payable

Customer Number	P.O. NUMBER	TERMS
CAL02		Due on Receipt

DESCRIPTION	REQ.	UNIT PRICE	EXTENDED PRICE
2018 Winter Leadership Academy, January 15-16 Attendee(s): T.Hurdman, A.Adams, R.Hehr, M.Dennis, J.Hrdjicka, P.Minor	6	725.00	4,350.00

NET AMOUNT	4,350.00
FREIGHT G.S.T.	217.50
TOTAL DUE	\$4,567.50



Kilometre Travel Log

Directions: 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:* Julie Last Name:* Hrdlicka, Trustee Wards 11 & 13

Section 2: Trip Details: To be completed by Employee Record the date, purpose, beginning and ending locations, and distance of each trip on a separate row.

Date DD-MM-YY	Purpose for Trip	Trip Starts From	Trip Ends At	Distance in km
15-01-18	ASBA Winter Leadership Academy	Calgary	Edmonton	300
16-01-18		Edmonton	Calgary	300

The total weekly km must be entered into the timesheet in PeopleSoft. Total Kilometres 600

Section 3: To be completed by Employee and Approver The approver must create a PDF copy of the completed Travel Log and send to: cbeincoming@westcanadian.com

Sent to HR Feb 15/2012

Employee Signature:*		Time Approver Name:*	Trish Minor
Employee Phone:*	403-817-7927	Time Approver Signature:*	
Date DD-MM-YY: *	Time Approver Phone:*	Date DD-MM-YY:*	
	403-817-7924		

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.



DOUBLETREE WEST EDMONTON
 16615 109TH AVE NORTH WEST
 WEST EDMONTON, AB T5P4K8
 Canada
 TELEPHONE 780-484-0821 • FAX 780-486-1634
 Reservations
 www.hilton.com or 1 800 HILTONS

HRDLICKA, JULIE
 1221 8TH ST SW
 CALGARY AB T2R0L4
 CANADA

Room No:
 Arrival Date: 1/15/2018 3:15:00 PM
 Departure Date: 1/16/2018 8:11:00 AM
 Adult/Child: 1/0
 Cashier ID: SGUTIERREZ10
 Room Rate: 152.00
 AL:
 HH #
 VAT # GST# 74111-4326 RT0001
 Folio No/Che 205943 A

Confirmation Number:

DOUBLETREE WEST EDMONTON 1/29/2018 3:50:00 PM

DATE	DESCRIPTION	Cashier ID	Transaction ID	GUEST CHARGES	CREDIT	BALANCE
1/15/2018	GUEST ROOM	PPAN	1406454	\$152.00		
1/15/2018	AB TOURISM LEVY	PPAN	1406454	\$6.26		
1/15/2018	DMF	PPAN	1406454	\$4.56		
1/15/2018	GST	PPAN	1406454	\$7.83		
1/16/2018	MC *9531	SGUTIER REZ10	1406725		(\$170.65)	
BALANCE						\$0.00

EXPENSE REPORT SUMMARY

	1/15/2018	STAY TOTAL	
ROOM AND TAX	\$170.65	\$170.65	
DAILY TOTAL	\$170.65	\$170.65	
Total Invoice Amount		\$152.00	\$18.65

GST# 74111-4326 RT0001

From: Canadian Club of Calgary via Square [receipts@messaging.squareup.com]

Sent: February-14-18 11:44 AM

To: Hrdlicka, Julie R

Subject: Receipt from Canadian Club of Calgary

\$63.00

Lunch Guest	\$63.00
Purchase Subtotal	\$63.00
GST - included, \$3.00	
Total	\$63.00

Canadian Club of Calgary
403-650-9170

Visa 2519 (Swipe)

14/02/2018,
11:43
#JQBU
Auth code:
001117