

expense | monthly tracking report

claimant | Dennis, Marilyn
position | Trustee
level | Board of Trustees
reporting period | January 1 to February 28, 2019
date of report | April-12-19



**Calgary Board
of Education**

| Description | Date (mm/dd/yyyy) | Details and/or Rationale | Amount (CDN\$) | Category | Expense Type |
|--------------------------------|-------------------|--------------------------|----------------|----------|--------------------------------|
| ASBA Winter Leadership Academy | 01/20-22/19 | Conference Fee | \$628.95 | travel | PD course or registration fee |
| ASBA Winter Leadership Academy | 01/20-22/19 | Accommodation | \$213.30 | travel | PD accommodation |
| ASBA Winter Leadership Academy | 01/20-22/19 | Car Rental | \$96.08 | travel | PD airfare/bus/rail |
| ASBA Winter Leadership Academy | 01/20-22/19 | Fuel | \$50.97 | travel | PD airfare/bus/rail |
| ASBA Winter Leadership Academy | 01/20-22/19 | Meals | \$41.88 | travel | PD food/non alcoholic beverage |
| | | | | | |



Calgary Board of Education | Trustee Professional Development and 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.

Date: January 23 2019

Details of Trip | Please Print

Trustee's Name Marilyn Dennis, Vice-Chair & Trustee Wards 5 & 10

Purpose of Trip / Name of Conference: ASBA Winter Leadership Academy 2019

Departure and Return Date Jan 20, returned Jan 22 2019 Destination: Leduc, 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 | 628.95 | | 628.95 | | Invoiced |
| Travel Costs | | | | | |
| Airfare | | | | | |
| Insurance | | | | | |
| Rail/Bus | | | | | |
| Taxi/Shuttle Bus/Car Rental at Destination | 96.08 | | | 96.08 | |
| Personal Vehicle Km @ 50¢/Km (submit via PeopleSoft) | | | | | |
| Parking – at Destination | | | | | |
| Accommodation | | | | | |
| 2 Nights @ \$ <u>106.65</u> (Single Rate) | 213.30 | | | 213.30 | |
| 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) | | | | | |
| 2 Dinner(s) (Maximum \$26.00 each) | 41.88 | | | 41.88 | |
| Other – Provide Details | 50.97 Fuel | | | 50.97 Fuel | |
| TOTAL COST OF TRIP | 1031.18 | | 628.95 | | |
| AMOUNT DUE TO CLAIMANT / <CBE> | | | | 402.23 | |

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



Suite 1200, 9925 - 109 Street Edmonton, AB T5K 2J8
 Phone: 780.482.7311 Fax: 780.482.5659
 www.asba.ab.ca email: finance@asba.ab.ca

Invoice

| | |
|-----------|-----------|
| Date | Invoice # |
| 1/25/2019 | 2018163 |

INVOICE TO

Calgary Board of Education
 1221 - 8 Street SW
 Calgary, AB T2R 0L4

Terms - Net 30 days

| Quantity | Item | Description | Net | Amount |
|--------------------------|--------------|--|--------------|--------------|
| | Registration | 2019 Winter Leadership Academy - as per the attached | 1,847.00 | 1,847.00 |
| | | Vice-Chair Marilyn Dennis | \$628.95 | |
| | | Trustee Julie Hrdlicka | \$681.45 | |
| | | Chair Trina Hurdman | \$628.95 | |
| Sales Tax Summary | | | | |
| | | | GST@5.0% | CAD 92.35 |
| | | | Total Tax | CAD 92.35 |
| GST/HST No. 106694268 | | | Total | CAD 1,939.35 |



2615 26 ST NE
 CALGARY, AB T1Y1A4
 Federal GST# :889365821

Rental Agreement #:
 Bill Ref #:
 Invoice Date:
 Account #:

5500-3155-
 23/01/2019

BILL TO

MARLYNE DENNIS

RENTAL INFORMATION

Date/Time Out
 01/20/2019 12:04

Date/Time In
 01/22/2019 12:00

Renter
 DENNIS, MARLYNE

RENTAL VEHICLES

| Color | License | Model | Unit | Miles/Kms | |
|-------|---------|-------|--------|-----------|--------|
| | | | | Out | In |
| GRAY | E99597 | SORE | 7QRW02 | 30,051 | 30,610 |

VIN:5XYPGDA36KG455118

CLAIM INFORMATION

| Claim# / PO# / RO# | Insured | | |
|--------------------|--------------|-----------------|-------------|
| Date of Loss | Type of Loss | Type of Vehicle | Repair Shop |
| | | | |

BILLING DETAIL

| Description | Qty/Per | Rate | Amount |
|-----------------|---------|-------|--------|
| TIME & DISTANCE | 2 DAY | 44.58 | 89.16 |

Subtotal 89.16

| | | | |
|------------------------------|-------|------|------|
| VEHICLE LICENSE FEE RECOVERY | 2 DAY | 1.17 | 2.34 |
| GOODS AND SERVICES TAX | PCT | 5.00 | 4.58 |

Total Charges (CAD) 96.08

PAYMENTS

Payment Visa -96.08

Total Payments (CAD) -96.08

Amount Due (CAD) 0.00

Individual line item charges such as rental rates for Time and Distance, percentage-based charges (e.g., sales taxes and fees or surcharges), and charges divided between multiple parties may be rounded up or down a whole cent to ensure that the charges equal the actual Total Amount Due and/or to avoid fractional cents.

For Billing Inquiries / Payment Terms :

Payment Due within days of invoice date
 Late payments are subject to a finance charge.

Thank You For Choosing Enterprise

Please Return This Portion With Remittance

Remit To :

ENTERPRISE RENT-A-CAR
 5821 - 6 STREET SE
 CALGARY, AB T2H1M4

Amount Due (CAD) 0.00

Paid By:

| Account # | Rental Agreement | Amount | GPBR |
|-----------|------------------|--------|------|
| | | 0.00 | C502 |

Executive Royal Hotel Leduc

8450 SPARROW DRIVE
LEDUC, AB T9E7G4



EXECUTIVE ROYAL HOTEL

(780) 986-1840
info.eryl@royalhotelgroup.ca
www.executivehotels.net
879535953RT0004

C/O 01/22/2019 12:23 PM PDG

Registered To:
Dennis, Marilyn
Government of Alberta

(403) 817-7933

Room #

Conf # 206968
Arrival 01/20/19
Departure 01/22/19

Room Type C2D-Classic 2 Quee
Guests 2 / 0

Payment Visa/Master
Acct XXXX-XXXX-XXXX-

| Posting Date | Oper | AcctCode | Description | From | Reference | Amount |
|--------------|--------|----------|-------------------------|------|-----------|-----------|
| 01/20/19 | so | 2 | ROOM CHRG REVENUE | | | \$95.00 |
| 01/20/19 | so | 19 | GST | | | \$4.75 |
| 01/20/19 | so | 42 | ALBERTA TOURISM LEVY | | | \$3.80 |
| 01/20/19 | so | FMF | FACILITY MANAGEMENT FEE | | | \$2.85 |
| 01/20/19 | so | 19 | GST | | | \$0.14 |
| 01/20/19 | so | 42 | ALBERTA TOURISM LEVY | | | \$0.11 |
| 01/21/19 | Brooke | 2 | ROOM CHRG REVENUE | | | \$95.00 |
| 01/21/19 | Brooke | 19 | GST | | | \$4.75 |
| 01/21/19 | Brooke | 42 | ALBERTA TOURISM LEVY | | | \$3.80 |
| 01/21/19 | Brooke | FMF | FACILITY MANAGEMENT FEE | | | \$2.85 |
| 01/21/19 | Brooke | 19 | GST | | | \$0.14 |
| 01/21/19 | Brooke | 42 | ALBERTA TOURISM LEVY | | | \$0.11 |
| 01/22/19 | PDG | VI | PAYMENT VISA | | | \$213.30- |

| | |
|-------------|--------|
| Balance Due | \$0.00 |
|-------------|--------|

THE UNDERSIGNED GUEST AGREES TO PAY THE AMOUNT INDICATED ON THE BALANCE DUE PORTION OF THIS INVOICE. IF THE CHARGES ARE TO BE BILLED TO A THIRD PARTY, THE UNDERSIGNED AGREES TO BE PERSONALLY LIABLE FOR PAYMENT OF THE CHARGES IN THE EVENT THAT THE INDICATED THIRD PARTY, PERSON, COMPANY OR ASSOCIATION FAILS TO PAY FOR ANY PART OR THE FULL AMOUNT OF SUCH CHARGES.

X _____
GUEST SIGNATURE

Signature

REVIEW US ON TRIP ADVISOR - Search "EXECUTIVE ROYAL HOTEL LEDUC-NISKU

Vietnam Paradise

20 4916 50 Ave
Leduc, AB T9E 6X1
587-274-2224

Tax ID: 78129 9824 RT0001

TABLE # togo 1
CHECK# 43

DATE/TIME: 2019-01-21 6:46:26 PM
SERVER: Benny
STATION: 01

| | |
|------------------------|----------------|
| 1 BUNXAOTSPICYLEMONGR* | \$14.95 |
| Ga (CHICKEN) | |
| 1 (2) CHA GIO (2SPRIN* | \$4.25 |
| ----- | |
| Subtotal | \$19.20 |
| Tax | \$0.96 |
| GRAND TOTAL | \$20.16 |

Opened: 2019-01-21 6:46:26 PM

GST#78129 9482 RT0001
THANK YOU,
PLEASE COME AGAIN!!!

VIETNAM PARADISE
20 LEDUC TOWNE CENTRE
LEDUC, AB

Term ID: M2800212

Purchase

xxxxxxxxxxxx9799

VISA Entry Method: H
Clerk ID: 1

| | | |
|---------|----|-------|
| Amount: | \$ | 20.16 |
| Tip: | \$ | 2.02 |
| ----- | | |
| Total: | \$ | 22.18 |

2019/01/21 18:48:01
Seq #: 001-001742-0
Appr Code:
Resp Code: 01/027

VISA CREDIT
A0000000031010
09 2B 59 FA DB B5 4E DF

APPROVED
Thank You

Customer Copy

- IMPORTANT -
retain this copy for your records



-All Day Grill-
8116 Sparrow Crescent
Leduc, AB T9E 8D1
PHONE # 780-986-1760 602
GST# 824774897RT0001

110 Cal F

Tbl 42/1 Chk 5257 Gst 1
Jan20'19 05:45PM
*** Reprint ***

| | |
|--------------------|--------------|
| 1 Blk Chkn Spinach | 17.99 |
| ----- | |
| Subtotal | 17.99 |
| GST Tax | 0.90 |
| 06:22PM Total | 18.89 |

Tip _____ Total _____

Room # _____

Signature _____

**Please Pay
Server**

DAY INN AND SUITES -
EDMONTON
8116 SPARROW CRESCENT
LEDUC AB

CARD *****
CARD TYPE VISA
DATE 2019/01/20
TIME 4299 18:24:47
CLERK ID 110
INVOICE #
RECEIPT NUMBER
H82017622-001-029-031-0

PURCHASE
AMOUNT \$18.89
TIP \$2.83
TOTAL

\$21.72

VISA CREDIT
A0000000031010
E8A91E497EBC3BB8
0000000000-

APPROVED

AUTH# 03439F 01-027
THANK YOU

NO SIGNATURE REQUIRED

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

PETRO-CANADA
4916-50 AVENUE
LEDUC
ALBERTA T9E 6X1
(780) 986-3959



Want great rewards? Visit myHuskyRewards.ca

GST 856305073
PC0131922:3637901
TERMINAL: 023637957
PAYPOINT: 023637901

2019-01-21 18:51

PUMP 07
REGULAR
LITRES L 29.622
PRICE/L \$ 0.848
FUEL SALES \$ 25.12*

TOTAL OWED \$ 25.12

TOTAL PAID
CREDIT CARD \$ 25.12

* GST INCL. \$ 1.20

UISA
***** C
AUTH 04193F
PURCHASE
C 0010010010 00 027

UISA CREDIT
A0000000031010
8080008000
7800
INVOICE

VERIFIED BY PIN

00 APPROVED
THANK YOU 027

-- IMPORTANT --
RETAIN THIS COPY
FOR YOUR RECORDS
- CUSTOMER'S COPY -

LEARN HOW TO
SAVE 3 CENTS/L
EVERY DAY AT
PETRO-CANADA.CA/RBC

SURVEY! EARN POINTS
& CHANCE TO WIN GAS
PETRO-CANADA.CA/HERO

Calgary Husky TC
2525 32 Ave NE
Calgary AB
T2P 3G7

(403) 291-1233

GST# R833623325

Retailer ID 4510137

Rct:76931 1171-8

Batch:6135-273

2019/01/22 18:24:33

Pump# 8
87 Gas \$25.85
25.119 L @ \$1.029/L
AMOUNT \$25.85
GST(Inc Pump) \$1.23

Pre Auth Completion
UISA CREDIT
AID: A0000000031010
***** C
EXP: **/**
Date: 01/22/2019
Time: 18:24:33
AUTHCODE:07463F 1171082C
S183001001028 00 000
TUR: 8080008000 TSI: 7800

Approved



PLEASE TELL US
HOW WE DID?
myHusky.ca/Feedback