expense | monthly tracking report

claimant | Hrdlicka, Julie position | Trustee

level | Board of Trustees

reporting period | May 1 to June 30, 2019

date of report | August-09-19



Description	Date	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
	(mm/dd/yyyy)				
ASBA Honouring Awards	05/11/2019	ASBA's Honouring Spirit: Indigenous Students	\$300.00	travel	BUS mileage
		Awards			
ASBA SGM	06/03/2019	ASBA SGM Conference Fee	\$708.75	travel	conferences & workshops
ASBA SGM	06/03/2019	ASBA SGM Mileage	\$150.00	travel	BUS mileage
ASBA SGM	06/03/2019	ASBA SGM Accommodation	\$171.21	travel	BUS accommodation



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.

Directi

Section 1: You	Ir Employee Information To be com	pleted by Employee		
Employee ID:	First Na	me:*Julie Last Nan	ne:* Hrdlicka, Trustee War	ds 11 & 13
Section 2: Trip distance of each	Details: To be completed by Emploitrip on a separate row.	yee Record the date, purp	ose, beginning and ending loca	tions, and
Date DD-MM-YY	Purpose for Trip	Trip Starts From	Trip Ends At	Distance in km
11/05/2019	ASBA's Honouring Spirit: Indigenous Students Awards	Calgary	Edmonton	300
11/05/2019		Edmonton	Calgary	300
	ly km must be entered into the timeshe		Total Kilometres	600
Section 3: To and send to: cb	be completed by Employee and App eincoming@westcanadian.com	rover The approver must o	reate a PDF copy of the compl	eted Travel Log
Employee Signature:*		Time Approver N	ame:* Trish Minor	
Employee Phone:* 403-817-7927		Time Approver Signature:*		
Date DD-MM-YY			1-06-2019	
management of per	n is collected under the authority of Alberta's <i>Freedor</i> sonnel and for the delivery of various Human Resour s of FOIP. If you have any questions about the FOIP e information, please contact the Employee Contact (Act, please access http://www.cbe	of Education. It will be treated in accord	ance with the privacy

Calgary Board 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.

Details of Trip Please Print				Date: June 30 2019	
Trustee's Name Julie Hrdlicka, T	rustee, Ward	s 11 & 13			
Purpose of Trip / Name of Conferen	ice: ASBA SC	ЭM			
Departure and Return Date June 3	/4 2019		Destination: Red D	eer	
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	708.75		708.75	a contract of the second se	Invoiced
Travel Costs					
Airfare			and and and a second	and the second	والمتعمد والمراجع المراجع المراجع والمراجع المراجع والمعادين
Insurance				an An ann an Anna an Anna Anna Anna Anna	a a an ann an an an an ann an an an an a
Rail/Bus		and a star of		and the second	and a second
Taxi/Shuttle Bus/Car Rental at Destination Personal Vehicle 3 00 Km @ 50¢/Km (submit via PeopleSoft)	150.00	a se e e A	150.00	Sent to HR	and an and a second
Parking - at Destination			 A state of the sta		ways a start and a start and
Accommodation 1 Nights @ \$ <u>171.21</u> (Single Rate) Telecommunication Charges (Internet, Phone calls)	171.21		171.21		n an
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	1029.96		1029.96		
AMOUNT DUE TO CLAIMANT / <ce< td=""><td>3E></td><td></td><td></td><td></td><td></td></ce<>	3E>				

GST Breakout Area

of Education

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 public as and legislation, or a FOIP request. There reviewed the attachments to ensure that confidential information has been removed or added a legislation or a FOIP request. redacted. I certify that the above claim is correct.)

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Invoice



 Date
 Invoice #

 6/19/2019
 2018284

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 TO

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

Terms - Net 30 days

T			Net	Amount
Quantity	Item	Description		2 350 00
	Registration SGM Chair Trina Hurdman Vice-Chair Marilyn De Trustee Julie Hrdlicka Chief Superintendent	nnis - \$525.00 - \$708.75	2,350.00	2,350.00
			Sales	s Tax Summary
		GST@5.(Total Tax		CAD 117.50 CAD 117.50
GST/HST I	No. 106694268		Total	CAD 2,467.50



Directi

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:*Julie	First Name:*Julie Last Name:* Hrdlicka, Trustee Wards 11 &				
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		
03-06-2019	ASBA SGM	Calgary		Red Deer	150		
04-06-2019		Red Deer		Calgary	150		

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The total we also		nust be entered into the timesh	nont in E	2000	laSoft	Tot	al Kilometres	300	
and the second se									
Section 3: To b and send to: cbei	be co incom	mpleted by Employee and Ap	prover	l he a	approver must crea	ate a PD	F copy of the complete		
Employee Signature:*				Tir	ne Approver Nam	e:*	Trish Minor	/	
Employee Phon	Signature:*		ne Approver gnature:*						
Date DD-MM-YY:		Time Approver Phone:* 403-817-7924		Date DD-MM-YY:*			-06-2019		
management of perso	onnel a	Leted under the authority of Alberta's Freedored ad for the delivery of various Human Resou P. If you have any questions about the FOIF tion, please contact the Employee Contact	P Act, plea	se aco	at the Calgary Board of I cess http://www.cbe.ab.	-ducation.	It will be treated in accordance	ce with the privacy	

Kilometre Travel Log Revision Date: 2013/03/14

HOTEL & CONFERENCE CENTRE red deer

;AIVIBHILGE

Julie Hrdlicka

Canada

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Room No.	:
Arrival	: 06-03-19
Departure	: 06-04-19
Folio No.	:
Conf. No.	:
Cashier No.	: 109

Company Name: AB School Boards Association Group Name: AB School Boards Association H.S.T: 84970-2444 RT0008 INVOICE

XX/XX

		Charges	Credits
Date	Description		
		154.00	
06-03-19	Room Charge	3.08	
06-03-19	Destination Marketing Fee	6.28	
06-03-19	Tourism Levy	7.85	
06-03-19	Room GST 5%		171.21
06-04-19	MasterCard		
	XXXXXXXXXXX9531		

	Total Charges Total Credits	171.21	171.21
HST Tax Total: \$ 0.00	Balance		0.00

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