

# expense | monthly tracking report

claimant | Hurdman, Trina  
 position | Trustee  
 level | Board of Trustees  
 reporting period | May 1 to June 30, 2019  
 date of report | August-09-19



**Calgary Board  
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Bell Mobility Invoice	05/17/2019	Monthly Service Plan	\$56.80	other disclosed	telecom/cell phone
Minister's Throne Speech	05/22/2019	Car Rental	\$33.60	Travel	BUS airfare/bus/rail
Minister's Throne Speech	05/22/2019	Meal	\$20.52	Travel	BUS food/non alcoholic beverage
Minister's Throne Speech	05/22/2019	Fuel	\$46.72	Travel	BUS airfare/bus/rail
ASBA Zone 5	05/23/2019	Edwin Parr Teacher Award	\$64.67	other disclosed	PD food/non alcoholic beverage
ASBA SGM	06/03/2019	ASBA SGM Conference Fee	\$525.00	travel	conferences & workshops
ASBA SGM	06/03/2019	ASBA SGM Accommodation	\$171.21	Travel	BUS accommodation
Bell Mobility Invoice	06/17/2019	Monthly Service Plan	\$56.49	other disclosed	telecom/cell phone

**Bill Date: May 17, 2019**  
**TRUSTEE CHAIR**  
**Mobile Ref.**  
**Trustees Office**

**CURRENT CHARGES**

**Monthly charges billed to Jun 16, 2019**

Corp Smartshare Unltd 55 BES Plan 36M	\$55.00	
less 14.55% Promotional Discount	-8.00	47.00
Includes: 3 Way Calling		
Call Waiting		
Alberta Government 911 fee		0.44
Call Forwarding	\$3.00	
less 100.00% Promotional Discount	-3.00	0.00
Message Centre		0.00
1GB Shared Data - BlackBerry		5.00
Roam Flex Cuba - Data		0.00
Corporate Data Flex Zone 3		0.00
Call Display		0.00
Corporate Text Flex Zone3		0.00
Roam flex USA - Data		0.00
Corporate Voice Flex Zone3		0.00
Roam flex Zone 1- Data		0.00
Roam flex Zone 1 - Text		0.00
Roam flex Zone 1- Voice		0.00
Roam flex Zone 2- Data		0.00
Roam flex Zone 2 - Text		0.00
Roam flex Zone 2- Voice		0.00
Etelesolv		1.25
Member to Member Local Calling		0.00
Messaging Pack Unlimited		0.00
Includes: Picture Messaging		
Image Messaging		
Incl. Messages		
Unlimited Incoming Messages		
Unlimited Canadian LD	\$10.00	
less 100.00% Promotional Discount	-10.00	0.00
Unlimited Local Talking		0.00
U.S. Travel -Calling \$0.20/min		0.00
Travel US Text Saver	\$10.00	
less 100.00% Promotional Discount	-10.00	0.00

<b>FOR YOUR INFORMATION...</b>	
<b><u>Discount Summary</u></b>	
Total discounts	\$31.00
<b>Total this month</b>	<b>\$31.00</b>
<b><u>Usage Summary</u> min:sec</b>	
Weekday	241:00
Weekend	7:00
Weeknight	18:00
<b>Total time used</b>	<b>266:00</b>
<b><u>Event Summary</u></b>	
Total Events	99
Total this month	\$0.00
<b><u>Packet Plan Usage Summary</u></b>	
Total megabytes	72.2948
Total this month	\$0.42



000040-008921 40\_82\_798 6

Bill Date: May 17, 2019  
 TRUSTEE CHAIR  
 Mobile Ref.  
 Trustees Office

Next Bill Date: June 17, 2019

**CURRENT CHARGES**

**Usage and long distance**

1GB Shared Data - BlackBerry Data Usage		
@\$.00/MB	50.9150 MB	0.00
Unlimited Local Talking Unlimited Usage		
@\$.00/minute	266:00 min:sec	0.00
1GB Shared Data - BlackBerry Data Usage		
@\$.02/MB	21.3798 MB	0.42
Free Bell Message	4 events	0.00
Text message	9 events	0.00
Corporate Text Flex Zone3 Unlimited Incoming Messages		
	46 events	0.00
Messaging Pack Unlimited Incl. Messages		
	31 events	0.00
Messaging Pack Unlimited Unlimited Incoming Messages		
	9 events	0.00

**Taxes**

GST		2.69
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**Total current charges** **\$56.80**

000040-008922



**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: May 29 2019

Details of Trip | Please Print

Trustee's Name Trina Hurdman, Chair & Trustee Wards 1 & 2

Purpose of Trip / Name of Conference: Throne Speech

Departure and Return Date May 22 2019 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
<b>Registration/Conference Fees</b>					
<b>Travel Costs</b>					
Airfare					
Insurance					
Rail/Bus					
Taxi/Shuttle Bus/Car Rental at Destination	33.60			33.60	
Personal Vehicle Km @ 50¢/Km (submit via PeopleSoft)					
Parking – at Destination					
<b>Accommodation</b>					
Nights @ \$ _____ (Single Rate)					
<b>Telecommunication Charges</b> (Internet, Phone calls)					
<b>Meals – Receipts required</b> (Including tips, excluding meals covered by Conference or Others)					
Breakfast(s) (Maximum \$12.00 each)					
1 Lunch(es) (Maximum \$17.00 each)	20.52			20.52	
Dinner(s) (Maximum \$26.00 each)					
Other – Provide Details	46.72			46.72	
<b>TOTAL COST OF TRIP</b>	<b>100.84</b>			<b>100.84</b>	

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



155 CROWFOOT WAY NW  
 CALGARY, AB T3G 3P7  
 Federal GST# :889365821

Rental Agreement #: 5V6472  
 Bill Ref #: 77-0640  
 Invoice Date: 23/05/2019  
 Account #:

5V6472  
 77-0640  
 23/05/2019

**BILL TO**

TRINA HURDMAN

**RENTAL INFORMATION**

Date/Time Out 05/22/2019 08:08 Date/Time In 05/23/2019 07:37

Renter  
 HURDMAN, TRINA

**RENTAL VEHICLES**

Color	License	Model	Unit	Miles/Kms	
				Out	In
\$GRAY	U19560	NOTE	7SMWNF	4,513	5,109

VIN:3N1CE2CP8KL362833

**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	1 DAY	31.04	31.04
Subtotal			31.04
VEHICLE LICENSE FEE RECOVERY	1 DAY	0.96	0.96
GOODS AND SERVICES TAX	PCT	5.00	1.60
<b>Total Charges (CAD)</b>			<b>33.60</b>
<b>PAYMENTS</b>			
Payment	Master Card		-33.60
<b>Total Payments (CAD)</b>			<b>-33.60</b>

**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 :**

Tel#:+1 4032163490  
 ALBARADMIN@ehi.com  
 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		<b>Amount Due (CAD)</b> 0.00	
Remit To : ENTERPRISE RENT-A-CAR 5821 - 6 STREET SE CALGARY, AB T2H 1M4		Paid By: TRINA HURDMAN	
Account #	Rental Agreement	Amount	GPBR
	5V6472	0.00	C506



TRANSACTION RECORD  
**WESTSIDE ESSO 37840**  
 \*\*\*\*\*  
 37416 HWY 2  
 RED DEER COU AB T4E 1B2



9929 109th Street  
 Edmonton, Alberta T5K1H6  
 780-756-7030  
 GST# 810657429 RT0001

PANPA BRAZILIAN STEAKH  
 9929 109TH ST NW  
 EDMONTON, AB T5K 1H6  
 Merchant ID: 00000006284736  
 Term ID: 03345300  
 Clerk ID: 214  
 82430020016

DATE: 2019-05-22 TIME: 18:53:00

Paypoint: 12C TRANS #: 254449  
 Station#: 00302540 Cashier: manager  
 GST: R119335453

FUEL	(L)	(\$/L)	(\$)
Pump 12			
EREG	28.636	1.239	35.48
<b>TOTAL CAD</b>	<b>\$</b>		<b>35.48</b>
<b>CREDIT CARD</b>	<b>\$</b>		<b>35.48</b>
* GST INCLUDED IN FUEL \$ 1.69			

**PURCHASE**  
 MASTERCARD \*\*\*\*\*  
 REFERENCE #: 66448224 0010014240 C  
 INVOICE NO: 023296  
 AUTH #: 094928

PC MasterCard  
 A0000000041010  
 0000008000  
 E800

01/027 APPROVED - THANK YOU  
 -- IMPORTANT --  
 Retain This Copy For Your Records  
 --- Customer's Copy ---

Reconciliation ID: 0024464  
 PC Optimum ID: \*\*\*\*\*  
 Base Pts earned: 280 pts  
 Bonus Pts earned: 0 pts

1053 VAL214

Tbl 25/1 Chk 3022 Gst 1  
 May22'19 12:51PM  
 \*\*\* Memo Check \*\*\*

SEAT:1  
 1 LUNCH SAL BAR 16.99  
 Subtotal 16.99  
 16.99 GST 0.85  
 Amount Due **17.84**

NOW SERVING BRUNCH  
 EVERY STAT HOLIDAY !  
 SPECIAL HOURS 11AM - 2PM !  
 RESERVE YOUR TABLE NOW!@  
 PAMPASTEAKHOUSE.COM

For your convenience we are  
 providing the following  
 gratuity calculations:

15% is \$2.68  
 18% is \$3.21  
 20% is \$3.57

**Purchase**

PC MasterCard  
 XXXXXXXXXXXXX  
 AID: A0000000041010  
 Entry Method: Chip  
 Batch#: 000283  
 05/22/19 13:17:36

Ref#:000028934317  
 Inv #: 004928 Appr Code: 00557B  
 Amount: \$ 17.84  
 Tip: \$ 2.68  
 Total: \$ 20.52

Customer Copy

100 CROWFOOT WAY N  
 CALGARY  
 ALBERTA T3G 4C8  
 (403) 268-9053

2019-05-22 20:33  
 PUMP 08  
 REGULAR  
 LITRES L 9.696  
 PRICE/L \$ 1.159  
 FUEL SALES \$ 11.24\*  
 TOTAL OWED \$ 11.24  
 TOTAL PAID  
 CREDIT CARD \$ 11.24  
 \* GST INCL. \$ 0.54

MASTERCARD \*\*\*\*\*1417 T  
 INVOICE 601209  
 AUTH 004958  
 PURCHASE  
 T 0010010010 00 027  
 APPROVED  
 THANK YOU

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

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

GIVE US YOUR  
 FEEDBACK.  
 CHANCE TO WIN  
 FREE GAS FOR A YEAR!  
 PETRO-CANADA.CA/HERO

eventbrite

Order #943376694

## ASBA Zone 5 Edwin Parr Teacher Award Celebration



Tickets \$64.67

Southern Alberta Pioneers Memorial Building, 3625 4 St SW, Calgary, AB T2S 1Y3, Canada

Thursday, 23 May 2019 from 5:30 PM to 10:00 PM (MDT)

Eventbrite Completed

[www.eventbrite.com](https://www.eventbrite.com)

Order #943376694. Ordered by Grace St Croix on 1 May 2019 9:38 AM



9433766941192327829001

**Do you organize events?**

Start selling in minutes with Eventbrite!  
[www.eventbrite.ca](http://www.eventbrite.ca)



**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.

Details of Trip | Please Print

Date: June 25 2019

Trustee's Name Trina Hurdman, Chair & Trustee, Wards 1 & 2

Purpose of Trip / Name of Conference: ASBA SGM

Departure and Return Date June 3/4 2019

Destination: Red Deer

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	525.00		525.00		Invoiced
<b>Travel Costs</b>					
Airfare					
Insurance					
Rail/Bus					
Taxi/Shuttle Bus/Car Rental at Destination					
Personal Vehicle      Km @ 50¢/Km (submit via PeopleSoft)					
Parking – at Destination					
<b>Accommodation</b>					
1 Nights @ \$ <u>171.21</u> (Single Rate)	171.21		171.21		
<b>Telecommunication Charges</b> (Internet, Phone calls)					
<b>Meals – Receipts required</b> (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					
<b>TOTAL COST OF TRIP</b>	<b>696.21</b>		<b>696.21</b>		

**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.**

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\_\_\_\_\_  
Claimant's Signature

\_\_\_\_\_  
Payment Authorization



# Invoice



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

Date	Invoice #
6/19/2019	2018284

## INVOICE TO

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

Terms - Net 30 days

Quantity	Item	Description	Net	Amount
	Registration SGM	ASBA Spring General Meeting - as per the attached	2,350.00	2,350.00
	Chair Trina Hurdman -		\$525.00	
	Vice-Chair Marilyn Dennis -		\$525.00	
	Trustee Julie Hrdlicka -		\$708.75	
	Chief Superintendent Christopher Usih -		\$708.75	
			<b>Sales Tax Summary</b>	
			GST@5.0%	CAD 117.50
			Total Tax	CAD 117.50
GST/HST No. 106694268			<b>Total</b>	CAD 2,467.50

# CAMBRIDGE

HOTEL & CONFERENCE CENTRE  
red deer

**Trina Hurdman**

**Canada**

Room No. :  
 Arrival : 06-03-19  
 Departure : 06-04-19  
 Folio No. :  
 Conf. No. : 12571  
 Cashier No. : 305

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

Date	Description	Charges	Credits
06-03-19	Room Charge	154.00	
06-03-19	Destination Marketing Fee	3.08	
06-03-19	Tourism Levy	6.28	
06-03-19	Room GST 5%	7.85	
06-04-19	MasterCard XXXXXXXXXXXX9531 XX/XX		171.21
<b>Total Charges</b>		<b>171.21</b>	
<b>Total Credits</b>			<b>171.21</b>

**HST Tax Total: \$ 0.00**

**Balance 0.00**

**Mobile**  
**Bill Date: June 17, 2019**  
**TRUSTEE CHAIR**  
**Mobile Ref.**  
**Trustees Office**

**Account #**  
**Next Bill Date: July 17, 2019**

1263

**CURRENT CHARGES**

**Monthly charges billed to Jul 16, 2019**

Corp Smartshare Unltd 55 BES Plan 36M	\$55.00	
less 14.55% Promotional Discount	<u>-8.00</u>	47.00
Includes: 3 Way Calling		
Call Waiting		
Alberta Government 911 fee		0.44
Call Forwarding	\$3.00	
less 100.00% Promotional Discount	<u>-3.00</u>	0.00
Message Centre		0.00
1GB Shared Data - BlackBerry		5.00
Roam Flex Cuba - Data		0.00
Corporate Data Flex Zone 3		0.00
Call Display		0.00
Corporate Text Flex Zone3		0.00
Roam flex USA - Data		0.00
Corporate Voice Flex Zone3		0.00
Roam flex Zone 1- Data		0.00
Roam flex Zone 1 - Text		0.00
Roam flex Zone 1- Voice		0.00
Roam flex Zone 2- Data		0.00
Roam flex Zone 2 - Text		0.00
Roam flex Zone 2- Voice		0.00
Etelesolv		1.25
Member to Member Local Calling		0.00
Messaging Pack Unlimited		0.00
Includes: Picture Messaging		
Image Messaging		
Incl. Messages		
Unlimited Incoming Messages		
Unlimited Canadian LD	\$10.00	
less 100.00% Promotional Discount	<u>-10.00</u>	0.00
Unlimited Local Talking		0.00
U.S. Travel -Calling \$0.20/min		0.00
Travel US Text Saver	\$10.00	
less 100.00% Promotional Discount	<u>-10.00</u>	0.00

**Other charges and credits**

Travel US Text Saver May 17 to Jun 16 \$10.00

<b>FOR YOUR INFORMATION...</b>	
<b>Discount Summary</b>	
Total discounts	\$41.00
<b>Total this month</b>	<b>\$41.00</b>
<b>Usage Summary min:sec</b>	
Weekday	301:00
Weekend	103:00
Weeknight	9:00
<b>Total time used</b>	<b>413:00</b>
<b>Event Summary</b>	
Total Events	168
Total this month	\$0.00
<b>Packet Plan Usage Summary</b>	
Total megabytes	105.9124
Total this month	\$0.12

Mobile  
Bill Date: June 17, 2019  
TRUSTEE CHAIR  
Mobile Ref.  
Trustees Office

Account #  
Next Bill Date: July 17, 2019

1263

## CURRENT CHARGES

less 100.00% Promotional Discount	<u>-10.00</u>	0.00
<b>Usage and long distance</b>		
1GB Shared Data - BlackBerry Data Usage		
@\$.00/MB	99.6566 MB	0.00
Unlimited Local Talking Unlimited Usage		
@\$.00/minute	413:00 min:sec	0.00
1GB Shared Data - BlackBerry Data Usage		
@\$.02/MB	6.2558 MB	0.12
Free Bell Message	2 events	0.00
Text message	12 events	0.00
Messaging Pack Unlimited Incl. Messages		
	65 events	0.00
Messaging Pack Unlimited Unlimited Incoming Messages		
	89 events	0.00
<b>Taxes</b>		
GST		2.68
<b>Total current charges</b>		<b>\$56.49</b>