

# expense | monthly tracking report

claimant | Dennis, Marilyn

position | Trustee

level | Board of Trustees

reporting period | November 1 to December 31, 2019

date of report | February 14, 2020



**Calgary Board  
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
ASBA FGM	11/16-19/2019	Registration Fee	\$393.75	travel	conferences & workshops
ASBA FGM	11/16-19/2019	Car Rental	\$204.67	travel	BUS airfare/bus/rail
ASBA FGM	11/16-19/2019	Parking	\$107.10	travel	BUS airfare/bus/rail
ASBA FGM	11/16-19/2019	Accommodation	\$555.75	travel	BUS accommodation
ASBA FGM	11/16-19/2019	Meal	\$9.97	travel	BUS food/non alcoholic beverage
ASBA FGM	11/16-19/2019	Meal	\$21.90	travel	BUS food/non alcoholic beverage
ASBA FGM	11/16-19/2019	Meal	\$38.64	travel	BUS food/non alcoholic beverage
ASBA FGM	11/16-19/2019	Fuel	\$45.61	travel	BUS airfare/bus/rail



**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: November 22 2019

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

Purpose of Trip / Name of Conference: ASBA FGM 2019

Departure and Return Date November 16-19 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>	393.75		393.75		Invoiced
<b>Travel Costs</b>					
Airfare					
Insurance					
Rail/Bus					
Taxi/Shuttle Bus/Car Rental at Destination	204.67			204.67	
Personal Vehicle Km @ 50¢/Km (submit via PeopleSoft)					
Parking – at Destination	107.10		107.10		
<b>Accommodation</b>					
3 Nights @ \$ <u>185.25</u> (Single Rate)	555.75		555.75		
<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)	9.97			9.97	
3 Dinner(s) (Maximum \$26.00 each)	60.54		21.90	38.64	
Other – Provide Details	45.61	Fuel		45.61	
<b>TOTAL COST OF TRIP</b>	<b>1377.39</b>		<b>1078.50</b>		
<b>AMOUNT DUE TO CLAIMANT / &lt;CBE&gt;</b>				<b>298.89</b>	

**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  
 2019 ASBA Fall General Meeting  
 Nov 17-19, 2019

School Board	Vendor Code	First Name	Last Name	Job Title	RegId	RegTypeDescription	Reg fee	GST	Total Invoice
						Member	\$375.00	\$18.75	\$393.75
Calgary Board of Education	cal02	Althea	Adams	Vice-Chair		Member	\$375.00	\$18.75	\$393.75
Calgary Board of Education	cal02	Lisa	Davis	Trustee		Member	\$375.00	\$18.75	\$393.75
Calgary Board of Education	cal02	Marilyn	Dennis	Chair		Member	\$375.00	\$18.75	\$393.75
Calgary Board of Education	cal02	Richard	Hehr	Trustee		Member	\$375.00	\$18.75	\$393.75
Calgary Board of Education	cal02	Julie	Hrdlicka	Trustee		Member	\$375.00	\$18.75	\$393.75
Calgary Board of Education	cal02	Trina	Hurdman	Trustee		Member	\$375.00	\$18.75	\$393.75
<b>Calgary Board of Education Total</b>							<b>\$2,250.00</b>	<b>\$112.50</b>	<b>\$2,362.50</b>

RENTAL AGREEMENT NUMBER 950416165

RECEIPT

YOUR INFORMATION

Customer Name : DENNIS, MARILYN  
Avis Worldwide Disc : CANADA Q1 -11 PROMO  
Methods Of Payment : VISA

YOUR VEHICLE INFORMATION

Avis Car Number : 3 4 5 8 0 0 2 2  
Plate Number : AB L28521  
Veh Grp Charged : Premium  
Veh Grp Rented : Standard SUV-7 Pass  
Veh Description : WHI NISSAN ROGUE W/WINTER TIRES  
Total Driven : 595 KMs Odometer In: 18152 KMs  
Fuel Reading: Out 0.0 Gal | In 0.0 Gal

YOUR RENTAL

Pickup Date/Time : NOV 16, 2019@12:32 PM  
Pickup Location : 2828 23 STREET NORTHEAST  
CALGARY, AB, T2E 8T4, CA

Return Date/Time : NOV 19, 2019@04:53 PM  
Return Location : 2828 23 STREET NORTHEAST  
CALGARY, AB, T2E 8T4, CA

YOUR VEHICLE CHARGES:

YOUR OPTIONAL PRODUCTS/SERVICES

MIN 1 DAY. IF NOT MET DLY RT=	50.00	MAX 100 HRS	
RATE CHART		TIME AND MILEAGE	
KMs : Unlimited			
HRLY :	37.50		
DAILY :	50.00		
AD DY :	50.00		
PER :	200.00	PRE 200.00=	200.00
		Less 10.0% Discount =	14.00
Agreed Upon Upgrade at	15.00/Day		
Time & Mileage:			186.00
<b>TAXABLE FEES</b>			
ENERGY RECOVERY FEE	.98 /DY	+	3.92
VEH LIC FEE		+	5.00
Subtotal Charges:			194.92
<b>NON TAXABLE ITEMS</b>			
GST Tax 5.00 %		+	9.75
Your Total Charges Paid:			204.67
Prepayment :			.00
NET CHARGES:		CAD	204.67
Your Total Due:			0.00
Fuel service:	.3619/KM	3.800/Lit	

-----NOTICES-----AVIS-----NOTICES-----AVIS-----NOTICES-----AVIS-----NOTICES-----  
I agree to the rental charges above. I acknowledge additional charges could be added based on tolls, tickets, fines administrative charges and other fees which may be applicable. X \_\_\_\_\_  
Thank you for renting with Avis.

If you have questions regarding this rental, call us at 403-571-3236  
This vehicle was rented to you by HAIDAR This vehicle was checked in for you by HAIDAR

The Westin Edmonton  
 10135 100 St  
 Edmonton, AB T5J 0N7  
 Canada  
 Tel: 780-426-3636 Fax: 780-428-1454



Marilyn Dennis

Page Number : 1 Invoice Nbr  
 Guest Number : 1298790  
 Folio ID : A  
 Arrive Date : 16-NOV-19 15:41  
 Depart Date : 19-NOV-19 10:19  
 No. Of Guest : 1  
 Room Number :  
 Marriott Bonvoy Number :

Copy Tax Invoice

Tax ID : 815461330RT0001

The Westin Edm YEGWI NOV-22-2019 14:07 MDSOU781

Date	Reference	Description	Charges (CAD)	Credits (CAD)
16-NOV-19	4576	Share Lounge	21.90	
16-NOV-19	RT1715	Room Chrg - Govt./Military	165.00	
16-NOV-19	RT1715	GST	8.50	
16-NOV-19	RT1715	DMF	4.95	
16-NOV-19	RT1715	Tour Levy	6.80	
16-NOV-19	RT1715	Parking Self	34.00	
16-NOV-19	RT1715	GST	1.70	
17-NOV-19	RT1715	Room Chrg - Govt./Military	165.00	
17-NOV-19	RT1715	GST	8.50	
17-NOV-19	RT1715	DMF	4.95	
17-NOV-19	RT1715	Tour Levy	6.80	
17-NOV-19	RT1715	Parking Self	34.00	
17-NOV-19	RT1715	GST	1.70	
18-NOV-19	RT1715	Room Chrg - Govt./Military	165.00	
18-NOV-19	RT1715	GST	8.50	
18-NOV-19	RT1715	DMF	4.95	
18-NOV-19	RT1715	Tour Levy	6.80	
18-NOV-19	RT1715	Parking Self	34.00	
18-NOV-19	RT1715	GST	1.70	
19-NOV-19	MC	Mastercard-9531		-684.75
** Total			684.75	-684.75
*** Balance			0.00	

Continued on the next page

The Westin Edmonton  
 10135 100 St  
 Edmonton, AB T5J 0N7  
 Canada  
 Tel: 780-426-3636 Fax: 780-428-1454



Marilyn Dennis

Page Number : 2 Invoice Nbr  
 Guest Number : 1298790  
 Folio ID : A  
 Arrive Date : 16-NOV-19 15:41  
 Depart Date : 19-NOV-19 10:19  
 No. Of Guest : 1  
 Room Number :  
 Marriott Bonvoy Number :

REST EASY - Nothing recharges mind and body like sound sleep. Experience superior rest at home with the Westin Heavenly(R) Bed, a revitalizing retreat for the sleep of your dreams. Learn more at [westin.com/store](http://westin.com/store)  
 Tell us about your stay. [www.westin.com/reviews](http://www.westin.com/reviews)

EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room	GST	Tour Levy	Food/Bev	Phone	Other	Total	Payment
11-16-2019	0.00	0.00	0.00	0.00	0.00	242.85	242.85	0.00
11-17-2019	0.00	0.00	0.00	0.00	0.00	220.95	220.95	0.00
11-18-2019	0.00	0.00	0.00	0.00	0.00	220.95	220.95	0.00
11-19-2019	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-684.75
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>684.75</b>	<b>684.75</b>	<b>-684.75</b>

Bring the Westin experience home. Shop [WestinStore.com](http://WestinStore.com).

Breafest

----- DUPLICATE RECEIPT -----

Starbucks Coffee Canada #4541  
10080 Jasper Avenue  
Edmonton, AB T5J 1V9

CHK 709661  
11/17/2019 10:49 AM  
2783681 Drawer: 1 Reg: 2

Spinach Feta Wrap	4.45
Orange Juice 110z	4.95
Bottle Dep .10	0.10
Sbux Card	9.97
XXXXXXXXXXXX	
Subtotal	\$9.50
GST 5%	\$0.47
Total	\$9.97
Change Due	\$0.00

----- Check Closed -----  
11/17/2019 10:49 AM

SBUX Card x8789 New Balance: 0.03  
Card is not registered.  
Sign up at  
[www.starbucks.ca/register](http://www.starbucks.ca/register)

GST: 86585 3535

Join our loyalty program  
Starbucks Rewards®  
Sign up for promotional emails  
Visit [Starbucks.ca/rewards](http://Starbucks.ca/rewards)  
Or download our app  
At participating stores  
Some restrictions apply

TRANSACTION RECORD  
**CALGARY HUSKY ESSO**

\*\*\*\*\*  
2525 32 AVE NE  
CALGARY AB T1Y 6B7

DATE: 2019-11-19 TIME: 16:35:00

Paypoint: 14C TRANS #: 159883  
Station#: 00323532 Cashier: 8  
GST: 833623325R

\*\*\* DUPLICATE \*\*\*

FUEL	(L)	(\$/L)	(\$)
Pump 14			
REGLR	48.066	0.949	45.61
<b>TOTAL CAD</b>	<b>\$</b>		<b>45.61</b>
<b>CREDIT CARD</b>	<b>\$</b>		<b>45.61</b>
* GST INCLUDED IN FUEL \$ 2.17			

**PURCHASE**

VISA \*\*\*\*\*  
REFERENCE #: 66473717 00100122/U C  
INVOICE NO: 095442  
AUTH #: 05553F

VISA CREDIT  
A0000000031010  
8080008000  
7800

01/027 APPROVED - THANK YOU

-- IMPORTANT --  
Retain This Copy For Your Records

--- Customer's Copy ---

\*\*\* DUPLICATE \*\*\*

Reconciliation ID: 0133926



PC Financial points awarded within 72hrs  
and are not printed on receipt.  
PC Optimum Inquiries: 1-866-727-6468  
Imperial Inquiries: 1-800-567-3776

G - GST @ 5.0000%

THE SHERLOCK HOLMES PUB  
10012 101A AVE NW  
EDMONTON AB

*dnw*

CRAFT BEER MARKET  
10013 101A Avenue  
Edmonton AB T5J 0C3  
780-424-7339

\*\* TRANSACTION RECORD \*\*  
Tran #: 200  
Check #: 1072760  
Employee #: 1097  
Employee: ANNA S

Type: Purchase  
Acct: Visa  
Card #: xxxxxxxxxxxx

Amount \$16.80  
Tip \$2.52  
=====

TOTAL CAD\$19.32

Reference #:  
66275239 0018170030 H  
Auth. #: 09244F  
CBMECS15/W66275239 005  
11/17/2019 4:16:41 PM

VISA CREDIT  
A0000000031010

APPROVED - THANK YOU  
01-027

No signature required

Customer Copy

IMPORTANT  
Retain this copy for  
your records

THANK YOU  
Come Again

CARD \*\*\*\*\*6920  
CARD TYPE INTERAC  
ACCOUNT TYPE

FLASH DEFAULT  
DATE 2019/11/18  
TIME 0904 18:40:24  
RECEIPT NUMBER

H85057941-001-710-018-0

PURCHASE  
AMOUNT \$16.80  
TIP \$2.52  
TOTAL

\$19.32

Interac  
A0000002771010  
30103A35880F29EA  
8080008000-

APPROVED

AUTH# 228750 00-001

THANK YOU

CARDHOLDER COPY

The Sherlock Holme's Pub  
10012 Avenue NW #101A  
Sherlock Holmes Pub  
Downtown

Edmonton, AB  
Phone: 780 426 7784  
Fax: 780 421 8072  
GST#R100313519  
Table #50-5

Trans #: 661876 Serv: CHRISTINE A.  
11/18/2019 6:33 PM # Cust:1

Quan	Descript	Cost
1	CHICKEN POT PIE	\$16.00

Net Total: \$16.00  
GST \$0.80

TOTAL: \$16.80  
Amount Due: \$16.80

Food: \$16.00

Visit us at [sherlockshospitality.com](http://sherlockshospitality.com)  
Follow us on Twitter @sherlocksdowntown  
Please don't drink and drive

\*\*\*\*\*  
CHECK # 1072760  
TABLE # 102  
DATE 11/17/19  
TIME 4:13PM  
\*\*\*\*\*

--- DINING : ANNA S ---  
SEAT# ITEMS ORDERED AMOUNT  
3 MED POWER BOWL 16.00

SUBTOTAL 16.00  
GST 0.80  
-----  
TOTAL 16.80

\*\*\*\*\*  
SUBTOTAL 16.00  
GST 0.80  
-----  
TOTAL DUE 16.80  
-----

# OF GUESTS 1

WWW.CRAFTBeerMarket.ca  
780.424.BEER

GST# 843991241 RT0001



## Check 4576

Sat, Nov 16 2019

06:54 PM

Time:

Guests:

**0:43**

**1**

1	Turkey Clubhouse	18.00
1	FRIES	0
0	sweet potato fries if u cn	0
1	*Special Prep	0
0	0	0
1	Charged Tip Only	3.00
1	Roomposting	21.90
0	0	0
0	DENNIS, MARILYN	21.90
0	-----	0
0	VAT Included:	0
0	GST	0.04
0	Net: GST	0.86
0	Tax Total	0.04
0	Sales Net VAT	0.86

Subtotal

18.00

Tax	0.90
Service Charge	3.00
<b>TOTAL</b>	<b>21.90</b>

Employee  
**ANDRES PINZON**