

expense | monthly tracking report

claimant | Hurdman, Trina

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	11/17-19/2019	Registration Fee	\$393.75	travel	conferences & workshops
ASBA FGM	11/17-19/2019	Accommodation	\$370.50	travel	BUS accommodation
ASBA FGM	11/17-19/2019	Car Rental	\$100.80	travel	BUS airfare/bus/rail
ASBA FGM	11/17-19/2019	Fuel	\$46.36	travel	BUS airfare/bus/rail
ASBA FGM	11/17-19/2019	Parking at destination	\$71.40	travel	BUS airfare/bus/rail
ASBA FGM	11/17-19/2019	Meal	\$19.32	travel	BUS 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.

Details of Trip | Please Print

Date: November 21 2019

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

Purpose of Trip / Name of Conference: ASBA FGM 2019

Departure and Return Date November 17-19 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
Registration/Conference Fees	393.75		393.75		Invoiced
Travel Costs					
Airfare					
Insurance					
Rail/Bus					
Taxi/Shuttle Bus/Car Rental at Destination	100.80			100.80	
Personal Vehicle Km @ 50¢/Km (submit via PeopleSoft)					
Parking – at Destination	71.40		71.40		
Accommodation					
2 Nights @ \$ <u>185.25</u> (Single Rate)	370.50		370.50		
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)					
1 Dinner(s) (Maximum \$26.00 each)	19.32			19.32	
Other – Provide Details	46.36 Fuel			46.36	
TOTAL COST OF TRIP	1002.13		835.65		

AMOUNT DUE TO CLAIMANT / <CBE>

166.48

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

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



Trina Hurdman

Page Number : 1 Invoice Nbr
 Guest Number : 1298788
 Folio ID : A
 Arrive Date : 17-NOV-19 13:02
 Depart Date : 19-NOV-19 12:01
 No. Of Guest : 1
 Room Number :
 Marriott Bonvoy Number :

Information Invoice

Tax ID : 815461330RT0001
 The Westin Edm YEGWI NOV-19-2019 03:50 9999

Date	Reference	Description	Charges (CAD)	Credits (CAD)
17-NOV-19	RT1704	Room Chrg - Govt./Military	165.00	
17-NOV-19	RT1704	GST	8.50	
17-NOV-19	RT1704	DMF	4.95	
17-NOV-19	RT1704	Tour Levy	6.80	
17-NOV-19	RT1704	Parking Self	34.00	
17-NOV-19	RT1704	GST	1.70	
18-NOV-19	RT1704	Room Chrg - Govt./Military	165.00	
18-NOV-19	RT1704	GST	8.50	
18-NOV-19	RT1704	DMF	4.95	
18-NOV-19	RT1704	Tour Levy	6.80	
18-NOV-19	RT1704	Parking Self	34.00	
18-NOV-19	RT1704	GST	1.70	
NOV-19-2019	MC	Mastercard		-441.90
** Total			441.90	-441.90
*** 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



Trina Hurdman

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 Room Number :
 Marriott Bonvoy Number :

For your convenience, we have prepared this zero-balance folio indicating a \$0 balance on your account. Please be advised that any charges not reflected on this folio will be charged to the credit card on file with the hotel. While this folio reflects a \$0 balance, your credit card may not be charged until after your departure. You are ultimately responsible for paying all of your folio charges in full.

PACK LIGHT, STAY FIT - With the Westin Gear Lending program, New Balance(TM) workout gear is conveniently delivered to your room so you can keep moving. Experience it during your next stay. Learn more at westin.com/newbalance

Tell us about your stay. www.westin.com/reviews

EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room	GST	Tour Levy	Food/Bev	Phone	Other	Total	Payment
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
Total	0.00	0.00	0.00	0.00	0.00	441.90	441.90	0.00

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

Rental Agreement #: 70FJ5X
 Bill Ref #: 0818
 Invoice Date: 19/11/2019
 Account #:

70FJ5X
 0818
 19/11/2019

BILL TO
 TRINA HURDMAN

RENTAL INFORMATION
 Date/Time Out: 11/17/2019 09:08
 Date/Time In: 11/19/2019 16:22
 Renter: HURDMAN, TRINA

RENTAL VEHICLES

Color	License	Model	Unit	Miles/Kms Out	In
\$RED	E85081	SPOR	7RKGM3	23,135	23,740

VIN: KNDPMCAC6K7510151

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	3 DAY	31.04	93.12
Subtotal			93.12
VEHICLE LICENSE FEE RECOVERY	3 DAY	0.96	2.88
GOODS AND SERVICES TAX	PCT	5.00	4.80
Total Charges (CAD)			100.80
PAYMENTS			
Payment	Master Card		-100.80
Total Payments (CAD)			-100.80
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		Amount Due (CAD)	0.00
Remit To :		Paid By:	
ENTERPRISE RENT-A-CAR 5821 - 6 STREET SE CALGARY, AB T2H 1M4		TRINA HURDMAN	
Account #	Rental Agreement	Amount	GPBR
	7QFJ5X	0.00	C506



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
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
Calgary Board of Education Total							\$2,250.00	\$112.50	\$2,362.50

Fuel

PETRO-CANADA
100 CROWFOOT WAY N
CALGARY
ALBERTA T3G 4C8
(403) 208-9053

GST 0890725054
PC0018547:3797201
TERMINAL: 023797256
PAYPOINT: 023797201

2019-11-19 16:13

PUMP 06
REGULAR
LITRES L 23.677
PRICE/L \$ 0.949
FUEL SALES \$ 22.47*

TOTAL OWED \$ 22.47

TOTAL PAID
CREDIT CARD \$ 22.47

* GST INCL. \$ 1.07

MASTERCARD
***** C
AUTH R1409B
PURCHASE
C 0010010010 00 027

MASTERCARD
A0000000041010
0000008000
E800
INVOICE

VERIFIED BY PIN

00 APPROVED
THANK YOU 027

--- IMPORTANT ---
RETAIN THIS COPY

THE SHERLOCK HOLMES PUB
10012 101A AVE NW
EDMONTON AB
CARD *****
CARD TYPE MASTERCARD
DATE 2019/11/18
TIME 1418 18:40:07
RECEIPT NUMBER
H85045146-001-086-019-0

PURCHASE AMOUNT \$16.80
TIP \$2.52
TOTAL \$19.32

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

Trans #: 661875 Serv: CHRISTINE A.
11/18/2019 6:33 PM # Cust:1

Quan	Descript	Cost
1	SHEPHERDS 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
Follow us on Twitter @sherlocksdowntown
Please don't drink and drive

MasterCard
A0000000041010
50B83D84AD93AB5B
0000008000-
APPROVED
AUTH# F6372B
THANK YOU
01-027

TRANSACTION RECORD Fuel
-ELEVEN STORE 37820

3615 CALGARY TRAIL NW
EDMONTON AB T6J 5M8

DATE: 2019-11-19 TIME: 13:20:00

Paypoint: 07C TRANS #: 710817
Station#: 00302326 Cashier: manager
ST: R119335453

UEL (L) (\$/L) (\$)
ump 7 25.993 0.919 23.89
REG

TOTAL CAD \$ 23.89

CREDIT CARD \$ 23.89

GST INCLUDED IN FUEL \$ 1.14

PURCHASE
MASTERCARD *****
REFERENCE #: 66445229 0010016480 C
INVOICE NO: 138558
AUTH #: R7495B

MasterCard
A0000000041010
0000008000
E800

01/027 APPROVED - THANK YOU

--- IMPORTANT ---
Retain This Copy For Your Records

--- Customer's Copy ---

Reconciliation ID: 0154631



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Imperial Inquiries: 1-800-567-3776

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