

expense | monthly tracking report

claimant | Cooper, Lori

position | Education Director

level | Director

reporting period | September 1 to October 31, 2019

date of report | December 13, 2019



**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
College of Alberta School Education Director (CASS)	09/10/2019	Annual Membership Renewal 2019-2020	\$1,210.00	other disclosed	membership, due, fees
Provincial Curriculum Multi-District Think-Tank in Edmonton Sep 12-13, 2019	09/12/2019	Car Rental	\$112.70	travel	BUS general
Provincial Curriculum Multi-District Think-Tank in Edmonton Sep 12-13, 2019	09/13/2019	Accommodation	\$141.93	travel	BUS accommodation
Provincial Curriculum Multi-District Think-Tank in Edmonton Sep 12-13, 2019	09/13/2019	Gas for car rental	\$55.56	travel	BUS general
Provincial Curriculum Multi-District Think-Tank in Edmonton Sep 12-13, 2019	09/13/2019	Gas for car rental	\$15.30	travel	BUS general
Provincial Curriculum Multi-District Think-Tank in Edmonton Sep 12-13, 2019	09/13/2019	Dinner 2 days at \$26.00 per diem per day	\$52.00	travel	BUS food/non alcoholic beverage
Provincial Curriculum Multi-District Think-Tank in Edmonton Oct 17-18, 2019	10/17/2019	Car Rental	\$124.09	travel	BUS general
Provincial Curriculum Multi-District Think-Tank in Edmonton Oct 17-18, 2019	10/17/2019	Accommodation	\$144.82	travel	BUS accommodation
Provincial Curriculum Multi-District Think-Tank in Edmonton Oct 17-18, 2019	10/18/2019	Gas for car rental	\$53.88	travel	BUS general
Provincial Curriculum Multi-District Think-Tank in Edmonton Oct 17-18, 2019	10/18/2019	Dinner 2 days at \$26.00 per diem per day	\$52.00	travel	BUS food/non alcoholic beverage
Provincial Curriculum Multi-District Think-Tank 4 Sessions in Edmonton	11/27/2019	Registration Fees	\$100.00	travel	PD course or registration fee



Hampton Inn & Suites - Edmonton West
 18304-100 Avenue • Edmonton, AB T5S 2V2
 Phone (780) 484-7280 • Fax (780) 484-7259

COOPER, LORI CALGARY AB CANADA	name address	room number: arrival date: 9/12/2019 10:59:00 PM departure date: 9/13/2019 adult/child: room rate:	If the debit/credit card you are using for check-in is attached to a bank or checking account, a hold will be placed on the account for the full anticipated dollar amount to be owed to the hotel, including estimated incidentals, through your date of check-out and such funds will not be released for 72 business hours from the date of check-out or longer at the discretion of your financial institution.
		Rate Plan: HH # AL: Car:	

Confirmation Number: 9/13/2019	Rates subject to applicable sales, occupancy, or other taxes. Please do not leave any money or items of value unattended in your room. A safety deposit box is available for you in the lobby. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges. In the event of an emergency, I, or someone in my party require special evacuation assistance due to a physical disability. Please indicate yes by checking here: <input type="checkbox"/> signature:
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date	reference	description	amount
9/12/2019	825657	GUEST ROOM	\$126.42
9/12/2019	825657	RM - GST TAX	\$6.51
9/12/2019	825657	RM - DESTINATION MARKETING FEE	\$3.79
9/12/2019	825657	RM - TOURISM LEVY TAX	\$5.21
		BALANCE	\$141.93

RM - TOURISM LEVY TAX	\$126.42	\$5.21
RM - GST TAX	\$126.42	\$6.51
DESTINATION MARKETING FEE	\$3.79	\$3.79
MISC - GST TAX	\$0.00	\$0.00
Total Invoice Amount	\$126.42	\$15.51



Provincial Curriculum Multi-District Thank Tank
 Sept 12-13/19

for reservations call **1.800.hampton** or visit us online at **hampton.com** **thanks.**

account no.	date of charge	folio/check no.
card member name	authorization	initial
establishment no. and location <small>establishment agrees to transmit to card holder for payment</small>	purchases & services	
	taxes	
	tips & misc.	
signature of card member	total amount	

X



Renter Information

Renter Name

LORI COOPER

Renter AddressCALGARY, AB
CAN**Contract****Rental Credits**

1 credit has been awarded for this rental

Vehicle Information

4DR ALL-WHEEL DRIVE

License #: U49464

State/Province: AB

Unit #: 7SSNMJ

Vehicle #: KBA17432

Vehicle Class DrivenPremium Crossover 4-Door/Automatic/
Air**Vehicle Class Charged**Premium Crossover 4-Door/Automatic/
Air**Odometer Mileage/Kilometers**

Starting: 20,079 Ending: 20,710

Total: 631

Thank you for renting
with National Car Rental**We appreciate your business!**This email was automatically generated
from an unattended mailbox, so please
do not reply to this e-mail.

Trip Information

Pickup

Thursday, September 12, 2019 4:24 PM

Return

Saturday, September 14, 2019 8:15 AM

CALGARY 10TH AVE SW

120 10 AVE SW

CALGARY, AB T2R 0A2

CAN

Start Charges

Thursday, September 12, 2019 4:26 PM

CALGARY 10TH AVE SW

120 10 AVE SW

CALGARY, AB T2R 0A2

CAN

Bill-To: EMERALD CLUB MEMBERS

Subtotal

Renter Charges

Rental Rate	Time & Distance 1 Day at 118.19 CAD / Day	118.19 CAD
Add-Ons	Discount (10.00%)	(11.82 CAD)
Taxes and Fees	Goods And Services Tax (5.00%)	5.37 CAD
	Vlf Rec 0.96/day (0.96 CAD / Day)	0.96 CAD
Total		112.70 CAD
	(Subject to audit)	
	Amount charged on September 14, 2019 to MASTERCARD	(112.70 CAD)
Amount Due		0.00 CAD

Provincial Curriculum Multi-District Thematic
TANK. Sept. 12-13/19

5 People travelling

Provincial Curriculum
Multi-District Thunk
Tank Leri Cooper
Sept 12-13/19
5 people travelling
TRANSACTION RECORD
Gas for Rental Car
7-ELEVEN STORE 37785
Leri Cooper

3500 37TH ST SW
CALGARY AB T3E 7B1

ESSO EXPRESS PAY

2019-09-13 18:53:35

TRANS #:
STATION#: 00302324
GST #: R119335453

PUMP 3
REGLR \$ 15.30
15.013L AT \$1.019/L

GST INCLUDED \$ 0.73
TOTAL : CAD\$ 15.30

TYPE: PURCHASE
MCARDFLEET

Provincial Curriculum
Multi-District
Thunk-Tank
Sept 12-13/19
5 People travelling
TRANSACTION RECORD
Gas for Rental Car
WESTSIDE ESSO 37840
Leri Cooper

37416 HWY 2
RED DEER COU AB T4E 1B2

ESSO EXPRESS PAY

2019-09-13 16:57:35

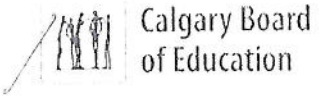
TRANS #:
STATION#: 00302540
GST #: R119335453

PUMP 9
EREG \$ 55.56
52.960L AT \$1.049/L

GST INCLUDED \$ 2.65
TOTAL : CAD\$ 55.56

TYPE: PURCHASE

Copy for Lori Cooper



Travel & Subsistence Expense Report

Must be completed upon return from every business trip for reporting purposes and any out of pocket expenditures.
Return completed form to Service Delivery, Education Centre

Details of Trip | Please Print Date: September 16, 2019

Employee's Name Lori Cooper Vendor #: _____

School / Department to mail cheque to Area 7 (3445-37 Street SW Calgary T3E 3C2)

Purpose of Trip / Name of Conference Provincial Curriculum Multi-District Assessment Think Tank

Departure and Return Dates Sept. 12 - 13, 2019 Destination: Edmonton

Description of Expenses (Please attach receipts)	Total Cost (Canadian Dollars)	Exchange Rate (for information purposes)	Amount Paid by CBE Invoice/P-Card/ Amex/ 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					
Travel Costs					
▪ Airfare (including trip cancellation insurance)					
▪ Rail/Bus					
▪ Taxi/Shuttle Bus/Car Rental in Calgary	112.70		112.70		
▪ Taxi/Shuttle Bus/Car Rental at Destination					
▪ Personal Vehicle _____ km @ 50¢/km (submit on Km Payment Form to Payroll)					Send original to Payroll for payment
Accommodations at Single Rate					
\$ <u>141.93</u> @ <u>1</u> Nights	141.93		141.93		
Meals (including tips) (excluding meals covered by Conference or Others)					
▪ Breakfast _____ @ \$12.00					
▪ Lunch _____ @ \$17.00					
▪ Dinner <u>2</u> @ \$26.00	52.00			52.00	
▪ Or Actual Expense					
Telecommunication Charges (Internet, phone calls)					
Parking – in Calgary					
Parking – at Destination					
Other – Provide Details Gas for Rental Vehicle	70.86		70.86		
TOTAL COST OF TRIP	377.49				
CASH ADVANCE IF ANY–Ref # _____					
AMOUNT DUE TO (OWING BY) CLAIMANT				52.00	
GST Breakout Area					

I certify that the above claim is correct:

Lori Cooper Claimant's Signature *J. [Signature]* Approved by Superordinate

NOTE | Copies of amounts paid through the P-Card, Amex Card, Invoices and Mileage Claim Forms must also be attached to this claim, in addition to items claimed for all Out of Pocket Expenses.



Hampton Inn & Suites - Edmonton West
 18304-100 Avenue • Edmonton, AB T5S 2V2
 Phone (780) 484-7280 • Fax (780) 484-7259

COOPER, LORI CALGARY AB CANADA	name address room number: arrival date: 10/17/2019 7:40:00 PM departure date: 10/18/2019 adult/child: room rate:	If the debit/credit card you are using for check-in is attached to a bank or checking account, a hold will be placed on the account for the full anticipated dollar amount to be owed to the hotel, including estimated incidentals, through your date of check-out and such funds will not be released for 72 business hours from the date of check-out or longer at the discretion of your financial institution.
Confirmation Number: 83368374 10/18/2019		Rate Plan: HH # AL: Car:
		Rates subject to applicable sales, occupancy, or other taxes. Please do not leave any money or items of value unattended in your room. A safety deposit box is available for you in the lobby. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges. In the event of an emergency, I, or someone in my party require special evacuation assistance due to a physical disability. Please indicate yes by checking here: <input type="checkbox"/>
		signature:

date	reference	description	amount
10/17/2019	833657	GUEST ROOM	\$129.00
10/17/2019	833657	RM - GST TAX	\$6.64
10/17/2019	833657	RM - DESTINATION MARKETING FEE	\$3.87
10/17/2019	833657	RM - TOURISM LEVY TAX	\$5.31
10/18/2019	833766	MC *8537	(\$144.82)
		BALANCE	\$0.00

EXPENSE REPORT SUMMARY

	10/17/2019	STAY TOTAL
ROOM AND TAX	\$144.82	\$144.82
DAILY TOTAL	\$144.82	\$144.82

Hilton Honors(R) stays are posted within 72 hours of checkout. To check your earnings or book your next stay at more than 5,700 hotels and resorts in 113 countries, please visit Honors.com

RM - TOURISM LEVY TAX	\$129.00	\$5.31
RM - GST TAX	\$129.00	\$6.64
DESTINATION MARKETING FEE	\$3.87	\$3.87
MISC - GST TAX	\$0.00	\$0.00
Total Invoice Amount	\$129.00	\$15.82

for reservations call **1.800.hampton** or visit us online at **hampton.com**

thanks.

account no.	date of charge	folio/check no
card member name	authorization	initial
establishment no. and location <small>establishment agrees to transmit to card holder for payment</small>	purchases & services	
	taxes	
	tips & misc.	
signature of card member X	total amount	-144.82



Renter Information

Renter Name

LORI COOPER

Renter AddressCALGARY, AB
CAN**Contract****Rental Credits**

1 credit has been awarded for this rental

Vehicle Information

EDGE SEL AWD 3.5L V6

License #: E96989

State/Province: AB

Unit #: 7RGS1J

Vehicle #: KBB15458

Vehicle Class Driven

Standard SUV 4-Door/Automatic/Air

Vehicle Class Charged

Standard SUV 4-Door/Automatic/Air

Odometer Mileage/Kilometers

Starting: 36,403 Ending: 37,415

Total: 1,012

Trip Information

Pickup Wednesday, October 16, 2019 5:09 PM**Return** Saturday, October 19, 2019 8:26 AM

CALGARY 10TH AVE SW

120 10 AVE SW

CALGARY, AB T2R 0A2

CAN

Start Charges Thursday, October 17, 2019 12:00 PM

CALGARY 10TH AVE SW

120 10 AVE SW

CALGARY, AB T2R 0A2

CAN

Bill-To: EMERALD CLUB MEMBERS

Subtotal

Renter Charges

Rental Rate	Time & Distance 2 Day at 64.59 CAD / Day	129.18 CAD
Add-Ons	Discount (10.00%)	(12.92 CAD)
Taxes and Fees	Goods And Services Tax (5.00%)	5.91 CAD
	Vif Rec 0.96/day (0.96 CAD / Day)	1.92 CAD
Total		124.09 CAD
	(Subject to audit)	
	Amount charged on October 19, 2019 to MASTERCARD	(124.09 CAD)
Amount Due		0.00 CAD

Thank you for renting
with National Car Rental

We appreciate your business!

This email was automatically generated from an unattended mailbox, so please do not reply to this e-mail.

If you have any questions about your rental, please view our Frequently



Want great rewards? Visit myHuskyRewards.ca

Mount Royal Husky
1419 8th Street SW
Calgary AB
T2R 1B8
(403) 244-2499
GST# 881829498
Retailer ID 667841
Rct:48676 1196-5
Batch:5897-122

2019/10/18 18:19:19

Pump# 5
Regular \$53.88
53.854 L @ \$0.999/L
AMOUNT \$53.88
GST(Inc Pump) \$2.56

Pay with a Triangle
credit card, collect
5¢/L in CT Money.
triangle.ca/Husky



Must be completed upon return from every business trip for reporting purposes and any out of pocket expenditures.

Return completed form to Service Delivery, Education Centre

Details of Trip | Please Print Date: October 24, 2019
 Employee's Name Lori Cooper Vendor #: _____
 School / Department to mail cheque to Area 7 (3445-37 Street SW Calgary T3E 3C2)
 Purpose of Trip / Name of Conference Provincial Curriculum Multi-District Assessment Think Tank
 Departure and Return Dates October 17-18, 2019 Destination: Edmonton

Description of Expenses (Please attach receipts)	Total Cost (Canadian Dollars)	Exchange Rate (for information purposes)	Amount Paid by CBE Invoice/P-Card/ Amex/ 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					
Travel Costs					
▪ Airfare (including trip cancellation insurance)					
▪ Rail/Bus					
▪ Taxi/Shuttle Bus/Car Rental in Calgary	124.09		124.09		
▪ Taxi/Shuttle Bus/Car Rental at Destination					
▪ Personal Vehicle _____ km @ 50¢/km (submit on Km Payment Form to Payroll)					Send original to Payroll for payment
Accommodations at Single Rate					
\$ <u>144.82</u> @ <u>1</u> Nights	144.82		144.82		
Meals (including tips) (excluding meals covered by Conference or Others)					
▪ Breakfast _____ @ \$12.00					
▪ Lunch _____ @ \$17.00					
▪ Dinner _____ ² @ \$26.00	52.00			52.00	
▪ Or Actual Expense					
Telecommunication Charges (Internet, phone calls)					
Parking – in Calgary					
Parking – at Destination					
Other – Provide Details Gas for Rental Vehicle	53.80		53.80		
TOTAL COST OF TRIP	374.71				
CASH ADVANCE IF ANY –Ref # _____					
AMOUNT DUE TO (OWING BY) CLAIMANT				52.00	
GST Breakout Area					

I certify that the above claim is correct:



 Claimant's Signature

Approved by Superordinate

NOTE | Copies of amounts paid through the P-Card, Amex Card, Invoices and Mileage Claim Forms must also be attached to this claim, in addition to items claimed for all Out of Pocket Expenses.



EDMONTON PUBLIC SCHOOLS

FINANCIAL SERVICES
CENTRE FOR EDUCATION
ONE KINGSWAY
EDMONTON AB T5H 4G9

INVOICE NUMBER: 3005255

DATE: 27-NOV-19

Customer Number: 1644

Attention:

Bill To: CALGARY SCHOOL DISTRICT NO 19
CORPORATE FINANCIAL OPERATIONS
1221 8TH ST SW
CALGARY AB T2R 0L4

Ship To:

Contact

:

Contact:

Order Number	P.O.NUMBER	SHIPPING REFERENCE	TERM	DUE DATE
			Net 30	27-DEC-19

ITEM NUMBER	DESCRIPTION	QTY	UNIT PRICE	TOTAL
	COST RECOVERY OF REGISTRATION FEE FOR THE FOLLOWING TO PARTICIPATE AT THE MULTI DISTRICT ASSESSMENT THINK TANK FOUR SESSIONS RE: LORI COOPER	1.00	100.00	100.00
SUBTOTAL				
SHIPPING				0.00
GST				0.00
TOTAL DUE				CAD
GST#11923 1058 RT0001				

Notes:

Special Instructions:

Questions regarding this invoice can be directed to Accounts Receivable @ accountsreceivable@epsb.ca or at 780-429-8155 or 780-429-8147.

Payments are accepted by cash or cheque. Please do not forward cash in the mail. Personal email transfers are not accepted.

Please note an administration fee of \$20.00 will be applied to any cheques returned by the bank due to non-sufficient funds.

COPY