

expense | monthly tracking report

claimant | Downey, Dana
position | Trustee
level | Board of Trustees
reporting period | November 1 to December 31, 2021
date of report | Friday, February 11, 2022



**Calgary Board
of Education**

| Description | Date (mm/dd/yyyy) | Details and/or Rationale | Amount (CDN\$) | Category | Expense Type |
|-------------|----------------------|--------------------------------|----------------|----------|---------------------------------|
| ASBA FGM | 11/14-16/2021 | ASBA FGM Conference Fee | \$393.75 | travel | conferences & workshops |
| ASBA FGM | 11/14-16/2021 | Hotel Accommodation | \$357.02 | travel | BUS accommodation |
| ASBA FGM | 11/14-16/2021 | Travel Mileage | \$300.00 | travel | BUS mileage |
| ASBA FGM | 11/14-16/2021 | Meal (39.11 - 26.00 = <13.11>) | \$26.00 | | |
| ASBA FGM | 11/14/2021 | Meal (20.74-13.11= 7.63) | \$7.63 | 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 29, 2021

Trustee's Name Dana Downey Trustee Wards 1 & 2

Purpose of Trip / Name of Conference: ASBA Fall General Meeting

Departure and Return Date Nov 14, returned Nov 16 2021 Destination: Edmonton, Alberta

| 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 | | | | | |
| Personal Vehicle 600 Km @ 50¢/Km (submit via PeopleSoft) | 300 | | 300 | | Sent to HR |
| Parking – at Destination | | | | | |
| Accommodation | | | | | |
| 2 Nights @ \$ 178.51 (Single Rate) | 357.02 | | 357.02 | | |
| 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) | | | | | |
| 2 Dinner(s) (Maximum \$26.00 each) | 26.00 | | 39.11 | 20.74-13.11=7.63 | |
| Other – Provide Details | 20.74 | | | | |
| TOTAL COST OF TRIP | 1097.51 | | 1089.88 | | |
| AMOUNT DUE TO CLAIMANT / <CBE> | | | | 7.63 | |

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
 Fall General Meeting
 November 14-16, 2021

| School Board | Acctg Code | First Name | Last Name | Reg Type | Reg fee | GST | Total |
|---|------------|------------|-------------|-----------|--------------------|------------------|--------------------|
| Calgary Board of Education | cal02 | Patricia | Bolger | Virtual | \$ 375.00 | \$ 18.75 | \$ 393.75 |
| Calgary Board of Education | cal02 | Nancy | Close | Virtual | \$ 375.00 | \$ 18.75 | \$ 393.75 |
| Calgary Board of Education | cal02 | Marilyn | Dennis | In person | \$ 375.00 | \$ 18.75 | \$ 393.75 |
| Calgary Board of Education | cal02 | Dana | Downey | In person | \$ 375.00 | \$ 18.75 | \$ 393.75 |
| Calgary Board of Education | cal02 | Laura | Hack | In person | \$ 375.00 | \$ 18.75 | \$ 393.75 |
| Calgary Board of Education | cal02 | Charlene | May | In person | \$ 375.00 | \$ 18.75 | \$ 393.75 |
| Calgary Board of Education | cal02 | Susan | Vukadinovic | Virtual | \$ 375.00 | \$ 18.75 | \$ 393.75 |
| Calgary Board of Education Total | | | | | \$ 2,625.00 | \$ 131.25 | \$ 2,756.25 |

D

Dana

**DELTA
HOTELS
MARRIOTT**

EDMONTON SOUTH
CONFERENCE CENTRE

4404 Gateway Boulevard NW, Edmonton, Alberta, T6H 5C2
Tel: 780-434-6415 Fax: 780-436-9247

Ms Dana Downey
1221 Eight Street SW
Calgary AB T2R0L4
Canada

Room: 0308
Folio: 164215
Cashier: 33
Arrival: 11-14-21
Departure: 11-16-21

Group: AB School Boards Association FGM Confere

| Date | Description | Additional Information | Charges | Credits |
|----------|--------------------------------|--------------------------|---------|---------|
| 11-14-21 | Room Charge | | 159.00 | |
| 11-14-21 | Room Destination Marketing Fee | | 4.77 | |
| 11-14-21 | Room GST | | 8.19 | |
| 11-14-21 | AB Tourism Levy | | 6.55 | |
| 11-15-21 | In Room Dining | Room# 0308 : CHECK# 2241 | 39.11 | |
| 11-15-21 | Room Charge | | 159.00 | |
| 11-15-21 | Room Destination Marketing Fee | | 4.77 | |
| 11-15-21 | Room GST | | 8.19 | |
| 11-15-21 | AB Tourism Levy | | 6.55 | |
| 11-16-21 | Master Card | XXXXXXXXXXXX9531 XX/XX | | 396.13 |

| GST Summary | |
|------------------|--------------|
| Registration No: | 889835161 |
| Room | 16.38 |
| F&B | 1.35 |
| Other | 22.64 |
| Total | 40.37 |

| | | |
|-------------|--------|--------|
| Total | 396.13 | 396.13 |
| Balance Due | 0.00 | CDN |

Guest Signature: _____

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part of or the full amount of these charges.

Check Detail

Downey, Dana

***** SIMPLE EATS *****
 4404 Gateway Blvd
 Edmonton, AB
 Tel: 780-431-3468
 Review us on TripAdvisor.ca
 GST#889835161RT0001
 128740 Lucila 2

 CHK 2241 TBL 308/1
 GST 1
 RM308/DOWNEY
 15 Nov'21 5:15 PM

 1 RS DELIVERY CHARGE 5.00
 1 RIBS 'N' SLAW 27.00
 SERVICE CHARGE % 5.76
 18.00 %
 \$32.00
 \$5.76
 GST % TAX \$1.35
 Change Due \$39.11
 ROOM/ACCT CHG \$0.00
 308/Downey \$39.11
 ----- Check Closed -----
 15 Nov'21 7:09 PM

*CBE covers Map
 \$26.00 for Dinner Meal*

EARLS RESTAURANTS

Earls

Earls Crossroads
4250 Calgary Trail NW
Edmonton, AB T6J 6Y8
(780) 439-5888

813 NEVIN

Tbl 34/1 Chk 6658 Gst 1
14Nov'21 05:02PM

1 POP 4.25
1 POP REFILL 0.00
1 STREET TACOS 15.50

Subtotal 19.75
GST Tax 0.99

05:45PM Total 20.74

Comments? Email

Taylor Yakabuski
tyakabuski@earls.ca
General Manager

Purchase a \$50 gift card and
Receive a Bonus \$10 gift card!
Please ask your server
for details.

We now deliver via DoorDash!
Find us on DoorDash's app
GST # 138048285

Oana

EARLS RESTAURANTS
Earls Crossroads
4250 Calgary Trail NW
Edmonton, AB T6J 6Y8
(780) 439-5888

Tbl 34/1 Chk 6658 Gst 1
Nov14'21 5:02PM NEVIN

1 STREET TACOS 15.50
1 POP 4.25
1 POP REFILL

SUBTOTAL 19.75
GST Tax 0.99
Total @ 5:45PM 20.74

Comments? Email

Taylor Yakabuski
tyakabuski@earls.ca
General Manager

Purchase a \$50 gift card and
Receive a Bonus \$10 gift card!
Please ask your server
for details.

We now deliver via DoorDash!
Find us on DoorDash's app
GST # 138048285

Transaction ID 428446
Total 20.74
Tip 3.32
MASTERCARD (1772) 24.06