

expense | monthly tracking report

claimant | Bolger, Patricia
position | Trustee
level | Board of Trustees
reporting period | November 1 to December 31, 2023
date of report | Friday, February 9, 2024



**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
EducationMatters Luncheon	12/19/2023	EducationMatters Luncheon	\$17.00	working session	BUS food/non alcoholic beverage
ASBA Fall General Meeting	11/19-21/2023	ASBA FGM Registration Fee	\$708.75	working session	conferences & workshops
ASBA Fall General Meeting	11/19-21/2023	ASBA FGM Accommodation	\$495.20	travel	BUS accommodation
ASBA Fall General Meeting	11/19-21/2023	ASBA FGM Meals	\$26.00	travel	BUS food/non alcoholic beverage
ASBA Fall General Meeting	11/19-21/2023	ASBA FGM Mileage	\$300.00	travel	BUS mileage

Education
Matters
Meal

Patricia Bolger

MURRIETA'S INCORPORATED
808 1 ST SW UNIT 200 200
CALGARY AB



MURRIETA'S CALGARY
#200 808 1st SW
Tel: (403) 269-7707

Server: Ciro2863 Check: 372132
Table : 91 Date : 12/14/2023
Guests: 10 Time : 1:29:12 PM
Seat : 8

1 Soft Drink 3.50
1 GNOCCHI 26.00

SUBTOTAL: 29.50
GST: 1.48

TOTAL: 30.98

Murrietas is supporting
"The Children's Cottage"
for the month of December
Please ask your server or the host
for more details, and how you can
join in this great cause!

GST# RT0001893347518

CARD *****3792
CARD TYPE VISA
DATE 2023/12/14
TIME 5519 13:34:43
SERVR ID Ciro28
CHECK # 372132
TABLE # 91
RECEIPT NUMBER
H82004165-001-062-007-0

PURCHASE
AMOUNT \$30.98
TIP \$6.20
TOTAL

\$37.18

Visa CREDIT
A0000000031010
0D13EBF99D23BCE2
0000000000-

APPROVED

AUTH# 033265 01-027
THANK YOU

NO SIGNATURE REQUIRED

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS



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: Nov 23, 2023

Trustee's Name Patricia Bolger, Trustee Wards 6 & 7

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

Departure and Return Date Nov 19/21, 2023

Destination: Edmonton, AB

Description of Expenses |

Please attach receipts

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	708.75		708.75		
Travel Costs					
Airfare					
Insurance					
Rail/Bus					
Taxi/Shuttle Bus/Car Rental at Destination					
Personal Vehicle 600 Km @ 50¢/Km (submit via PeopleSoft)	300.00		300.00		
Parking – at Destination					
Accommodation					
2 Nights @ \$ 247.60 (Single Rate)	495.20		495.20		
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)	26.00			26.00	
Other – Provide Details					
TOTAL COST OF TRIP	1529.95		1503.95		
AMOUNT DUE TO CLAIMANT / <CBE>				26.00	
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



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

Invoice

Date	Invoice #
11/30/2023	2023058

INVOICE TO

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

Terms - Net 30 days

Business No. 10669 4268 RT0001

Quantity	Item	Description	Net	Amount
	000-51000-10	Registration as attached - ASBA Fall General Meeting	4,050.00	4,050.00
		GST on sales	5.00%	202.50

Electronic Funds Transfer (EFT) Option:
 Bank of Nova Scotia
 Beneficiary: Alberta School Boards Association
 Transit #: 12989
 Bank #: 002
 Account #: 0386014
 Send payment notifications to finance@asba.ab.ca

Subtotal	CAD 4,050.00
GST 5%	CAD 202.50
Total	CAD 4,252.50

Alberta School Boards Association
 Fall General Meeting
 November 19-21, 2023

School Board	Acctg Code	First Name	Last Name	Title	Alias Code	Reg Fee	Discount	Total	
Calgary Board of Education	cal02	Patricia	Bolger	Trustee		\$675.00	\$0.00	\$675.00	
Calgary Board of Education	cal02	Nancy	Close	Trustee		\$675.00	\$0.00	\$675.00	
Calgary Board of Education	cal02	Marilyn	Dennis	President		\$0.00	\$0.00	\$0.00	
Calgary Board of Education	cal02	Dana	Downey	Trustee		\$675.00	\$0.00	\$675.00	
Calgary Board of Education	cal02	Laura	Hack	Board Chair		\$675.00	\$0.00	\$675.00	
Calgary Board of Education	cal02	Charlene	May	Vice-Chair		\$675.00	\$0.00	\$675.00	
Calgary Board of Education	cal02	Susan	Vukadinovic	Trustee		\$675.00	\$0.00	\$675.00	
Calgary Board of Education Total								\$0.00	\$4,050.00

$$675.00 + 33.75 \text{ GST} = \$708.75$$



Kilometre Travel Log

ns: Complete this form to track kilometres travelled. To receive payment, please enter the total weekly kilometres into your timesheet in PeopleSoft, then submit a hardcopy of the Kilometre Travel Log form to your Manager or Principal. You may wish to retain a copy for your own records.

Section 1: Your Employee Information *To be completed by Employee*

Employee ID: _____ First Name:* Patricia Last Name:* Bolger, Trustee Wards 6 & 7

Section 2: Trip Details: *To be completed by Employee* Record the date, purpose, beginning and ending locations, and distance of each trip on a separate row.

Date DD-MM-YY	Purpose for Trip	Trip Starts From	Trip Ends At	Distance in km
19-11-23	ASBA Fall General Meeting	Calgary	Edmonton	300
21-11-23		Edmonton	Calgary	300

The total weekly km must be entered into the timesheet in PeopleSoft. Total Kilometres 600

Section 3: To be completed by Employee and Approver The approver must create a PDF copy of the completed Travel Log and send to: cbeincoming@westcanadian.com

Employee Signature:*		Time Approver Name:*	Patricia Minor
Employee Phone:*	403-817-7927	Time Approver Signature:*	
Date DD-MM-YY: *	Time Approver Phone:*	Date DD-MM-YY:*	
	403-817-7924	20-Dec-2023	

Personal information is collected under the authority of Alberta's Freedom of Information and Protection of Privacy Act (FOIP). This information will be used for the management of personnel and for the delivery of various Human Resources programs at the Calgary Board of Education. It will be treated in accordance with the privacy protection provisions of FOIP. If you have any questions about the FOIP Act, please access <http://www.cbe.ab.ca/legal/foip>. If you have any questions about this form and/or the use of the information, please contact the Employee Contact Centre at 1-877-353-2555.

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



Patricia Bolger

Page Number : 1 Invoice Nbr
 Guest Number : 1516328
 Folio ID : A
 Arrive Date : 19-NOV-23 15:58
 Depart Date : 21-NOV-23 13:35
 No. Of Guest : 1
 Room Number :
 Marriott Bonvoy Number :

Copy Tax Invoice

Tax ID : 777689332RT0001

The Westin Edm YEGWI NOV-22-2023 09:11 JGARC008

Date	Reference	Description	Charges (CAD)	Credits (CAD)
19-NOV-23	RT1043	Room Chrg - Govt./Military	185.00	
19-NOV-23	RT1043	GST	9.53	
19-NOV-23	RT1043	DMF	5.55	
19-NOV-23	RT1043	Tour Levy	7.62	
19-NOV-23	RT1043	Parking Self	38.00	
19-NOV-23	RT1043	GST	1.90	
20-NOV-23	RT1043	Room Chrg - Govt./Military	185.00	
20-NOV-23	RT1043	GST	9.53	
20-NOV-23	RT1043	DMF	5.55	
20-NOV-23	RT1043	Tour Levy	7.62	
20-NOV-23	RT1043	Parking Self	38.00	
20-NOV-23	RT1043	GST	1.90	
21-NOV-23	MC	Mastercard-9531		-495.20
** Total			495.20	-495.20
*** Balance			0.00	

Stay well, no matter where you travel. Reconnect with your well-being and find your next destination at westin.com.

Continued on the next page

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



Patricia Bolger

Page Number : 2 Invoice Nbr
 Guest Number : 1516328
 Folio ID : A
 Arrive Date : 19-NOV-23 15:58
 Depart Date : 21-NOV-23 13:35
 No. Of Guest : 1
 Room Number :
 Marriott Bonvoy Number :

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
11-19-2023	185.00	9.53	7.62	0.00	0.00	45.45	247.60	0.00
11-20-2023	185.00	9.53	7.62	0.00	0.00	45.45	247.60	0.00
11-21-2023	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-495.20
Total	370.00	19.06	15.24	0.00	0.00	90.90	495.20	-495.20

Bring the Westin experience home. Shop WestinStore.com.

 CHECK # 327912 DATE 11/20/23
 TABLE # 115 TIME 8:20PM
 ***** DUPLICATE CHECK *****

 -- LOUNGE : Ella B --
 SEAT# ITEMS ORDERED
 5 CALI BOWL
 SUBTOTAL 22.00
 GST 1.10

 23.10

 TOTAL 23.10

 SUBTOTAL 22.00
 GST 1.10

 TOTAL DUE 23.10

OF GUESTS

www.CRAFTBeerMarket.ca
 780.424.BEER

GST# 843991241

Please scan the code below to pay.



CRAFT BEER MARKET
 10013 101A Avenue
 Edmonton AB T5J 0C3
 780-424-2337

TRANSACTION RECORD **
 Term #: 645
 Card #: 0064537922772
 LOUNGE
 Table #: 115
 Check #: 327912
 Group #: 1
 Employee #: 136
 Employee: Ella B

Visa Purchase
 xxxxxxxxxxxx3792 P
 AID: A0000000031010
 App Name: Visa CREDIT

Amount \$23.10
 Tip \$4.00

 TOTAL CAD \$27.10

← 1 dinner out

APPROVED 036737
 001 (001) 036737
 15
 1017
 11/20/23 8:31:22 PM

TIO: 32A04000
 TSI: 0000

No signature required

Customer Copy

THANK YOU

ASBA
 NOV.20/23

Patricia
 Bolger