

# expense | monthly tracking report

claimant | Downey, Dana  
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
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	\$415.40	travel	BUS accommodation
ASBA Fall General Meeting	11/19-21/2023	ASBA FGM Meals	\$52.00	travel	BUS food/non alcoholic beverage



# 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 Dana Downey, Trustee Wards 1 & 2

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		
<b>Travel Costs</b>					
Airfare					
Insurance					
Rail/Bus					
Taxi/Shuttle Bus/Car Rental at Destination					
Personal Vehicle Km @ 50¢/Km (submit via PeopleSoft)					
Parking – at Destination					
<b>Accommodation</b>					
2 Nights @ \$ <u>207.70</u> (Single Rate)	415.40		415.40		
<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)					
Lunch(es) (Maximum \$17.00 each)					
2 Dinner(s) (Maximum \$26.00 each)	52.00			52.00	
<b>Other – Provide Details</b>					
<b>TOTAL COST OF TRIP</b>	1176.15		1124.15		
<b>AMOUNT DUE TO CLAIMANT / &lt;CBE&gt;</b>				52.00	
<b>GST Breakout Area</b>					

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
<b>Electronic Funds Transfer (EFT) Option:</b> Bank of Nova Scotia Beneficiary: Alberta School Boards Association Transit #: 12989 Bank #: 002 Account #: 0386014 Send payment notifications to finance@asba.ab.ca			<b>Subtotal</b>	CAD 4,050.00
			<b>GST 5%</b>	CAD 202.50
			<b>Total</b>	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	
<b>Calgary Board of Education Total</b>								\$0.00	<b>\$4,050.00</b>

*675.<sup>00</sup> + 33.75 GST = 708.75*

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



dana downey

Page Number : 1 Invoice Nbr  
 Guest Number : 1516324  
 Folio ID : A  
 Arrive Date : 19-NOV-23 16:54  
 Depart Date : 21-NOV-23 12:01  
 No. Of Guest : 1  
 Room Number :  
 Marriott Bonvoy Number :

Information Invoice

Tax ID : 777689332RT0001  
 The Westin Edm YEGWI NOV-21-2023 03:20 9999

Date	Reference	Description	Charges (CAD)	Credits (CAD)
19-NOV-23	RT844	Room Chrg - Govt./Military	185.00	
19-NOV-23	RT844	GST	9.53	
19-NOV-23	RT844	DMF	5.55	
19-NOV-23	RT844	Tour Levy	7.62	
20-NOV-23	RT844	Room Chrg - Govt./Military	185.00	
20-NOV-23	RT844	GST	9.53	
20-NOV-23	RT844	DMF	5.55	
20-NOV-23	RT844	Tour Levy	7.62	
NOV-21-2023	MC	Mastercard		-415.40
** Total			415.40	-415.40
*** 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



dana downey

Page Number : 2 Invoice Nbr  
 Guest Number : 1516324  
 Folio ID : A  
 Arrive Date : 19-NOV-23 16:54  
 Depart Date : 21-NOV-23 12:01  
 No. Of Guest : 1  
 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.

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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
11-19-2023	185.00	9.53	7.62	0.00	0.00	5.55	207.70	0.00
11-20-2023	185.00	9.53	7.62	0.00	0.00	5.55	207.70	0.00
<b>Total</b>	<b>370.00</b>	<b>19.06</b>	<b>15.24</b>	<b>0.00</b>	<b>0.00</b>	<b>11.10</b>	<b>415.40</b>	<b>0.00</b>

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

Westin Edmonton  
10135 100 St NW  
Edmonton, AB T5J 0N7  
(780) 426-3636  
GST#861336493RT0005

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Edmonton, AB T5J 0N7  
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GST#861336493RT0005

910790225 Aileen 1  
-----  
CHK 1155 TBL 844/1 GST 1  
20 Nov'23 18:19 PM  
-----

910790225 Aileen 1  
-----  
CHK 1132 TBL 844/1 GST 1  
19 Nov'23 17:08 PM  
-----

**Mobile Order**

1 Honey Lemon Chicken 34.00  
1 Delivery Charge 5.00  
  
Subtotal \$39.00  
Service Charge \$5.85  
GST \$2.24  
**Total Due \$47.09**

**Mobile Order**

1 Chicken Orecchiette 24.00  
1 Delivery Charge 5.00  
  
Subtotal \$29.00  
Service Charge \$4.35  
GST \$1.67  
**Total Due \$35.02**

GRATUITY: \_\_\_\_\_

GRATUITY: \_\_\_\_\_

TOTAL: \_\_\_\_\_

TOTAL: \_\_\_\_\_

ROOM #: \_\_\_\_\_

ROOM #: \_\_\_\_\_

F

PF

S WESTIN EDMONTON BANQUETS  
10135 100TH STREET  
EDMONTON, AB. T5J 0N7  
780-426-3636

SJ WESTIN EDMONTON BANQUETS  
10135 100TH STREET  
EDMONTON, AB. T5J 0N7  
780-426-3636

**SALE**

**SALE**

Server #: 000004 Aileen

Server #: 000004 Aileen

REF#: 00000002

REF#: 00000002

Batch #: 360  
11/20/23 18:52:25  
APPR CODE: 06786J  
Trace: 2  
MASTERCARD Chip  
\*\*\*\*\* \*\*/\*\*

Batch #: 040  
11/19/23 17:31:55  
APPR CODE: 04673J  
Trace: 2  
MASTERCARD Chip  
\*\*\*\*\* \*\*/\*\*

**AMOUNT \$47.09**  
**TIP \$8.48**  
**TOTAL \$65.57**

**AMOUNT \$35.02**  
**TIP \$7.00**  
**TOTAL \$42.02**

APPROVED

APPROVED

PC Mastercard  
AID: A0000000041010  
TVR: 00 00 00 80 00  
TS: E8 00

PC Mastercard  
AID: A0000000041010  
TVR: 00 00 00 80 00  
TS: E8 00

THANK YOU / MERCI

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