

expense | monthly tracking report

claimant | Strother, Gary
 position | Acting Chief Superintendent of Schools
 level | Superintendent
 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
Cell Phone	11/15.2023	Monthly invoice	\$49.88	other disclosed	telecom/cell phone
ASBA Fall GM - Edmonton	11/21/2023	Registration Fee	\$708.75	travel	membership, due, fees
ASBA Fall GM - Edmonton	11/21/2023	Mileage	\$204.00	travel	BUS mileage
ASBA Fall GM - Edmonton	11/21/2023	Accommodation	\$370.50	travel	BUS accommodation
ASBA Fall GM - Edmonton	11/21/2023	Meals	\$26.02	travel	BUS food/non alcoholic beverage
ASBA Fall GM - Edmonton	11/21/2023	Parking	\$79.80	travel	BUS general
Cell Phone	12/15/2023	Monthly invoice	\$49.88	other disclosed	telecom/cell phone

Service ID

Subscriber:GARY STROTHER

Account DetailAssignment Gary Strother
Account No.**Contract Detail****\$ 44.00**

Contract Name 3GB Pooled Voice & D

Options Charges**\$ 3.50**

Calgary BoE Cimpl Bundle @ \$ 3.50

Voice Charges**\$ 0.00**Charges for Additional Minutes \$ 0.00
Peak Minutes
Off Peak Minutes
Total Airtime Minutes**Data Charges****\$ 0.00**Data Volume (MB) \$ 0.00
Browser Charge \$ 0.00**Text Messages****\$ 0.00**

Text Messages \$ 0.00

Long Distance Charges**\$ 0.00**

Long Distance Charges \$ 0.00

Roaming Charges**\$ 0.00**Voice Charges \$ 0.00
Data Charges \$ 0.00**Other Fees****\$ 0.00**411 Service \$ 0.00
Monthly Access Fees \$ 0.00
Discount \$ 0.00**Other Charges and Credits****\$ 0.00**

Other Charges and Credits \$ 0.00

Taxes**\$ 2.38**

GST \$ 2.38

Total**\$ 49.88**



Must be completed upon return from every business trip for reporting purposes and any out of pocket expenditures. Return completed to Accounts Payable (CBEAccountsPayable@cbe.ab.ca) with a copy of your approved *Travel Within Alberta form*.

Details of Trip | Please Print

Date: Nov 22 2023

Employee's Name Gary Strother Vendor #: _____

School / Department to mail cheque to Office of the Chief Superintendent

Purpose of Trip / Name of Conference ASBA Fall GM

Departure and Return Dates Nov 19-21 2023 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	\$708.75				
Travel Costs					
▪ Airfare (including trip cancellation insurance)					
▪ Rail/Bus					
▪ Taxi/Shuttle Bus/Car Rental in Calgary					
▪ Taxi/Shuttle Bus/Car Rental at Destination					
▪ Personal Vehicle <u>400</u> km @ 51¢/km (submit on Km Payment Form to Payroll)	\$204.00		\$204.00		Send original to Payroll for payment
Accommodations at Single Rate					
\$ <u>185.25</u> @ <u>2</u> Nights	\$370.50		\$370.50		
Meals (including tips) (excluding meals covered by Conference or Others)					
▪ Breakfast _____ @ \$12.00					
▪ Lunch _____ @ \$17.00					
▪ Dinner <u>1</u> @ \$26.00	\$26.02		26.02		
▪ Or Actual Expense					
Telecommunication Charges (Internet, phone calls)					
Parking – in Calgary					
Parking – at Destination	\$79.80		\$79.80		
Other – Provide Details					
TOTAL COST OF TRIP	\$1389.07				
CASH ADVANCE IF ANY–Ref # _____					
AMOUNT DUE TO (OWING BY) CLAIMANT					
GST Breakout Area	54.55				

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.



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 #
12/5/2023	

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
		Registration as attached - ASBA Fall General Meeting	675.00	675.00
		GST on sales	5.00%	33.75
			Subtotal	CAD 675.00
			GST 5%	CAD 33.75
			Total	CAD 708.75



Kilometre Travel Log

Directions: Complete this form to track kilometres travelled. To receive payment, please enter the total weekly kilometres into your timesheet in PeopleSoft, and 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. **Subs and Casuals:** Refer to [Substitute Teacher/Casual Employee Travel Log](#)

Section 1: Your Employee Information	<i>To be completed by Employee</i>
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Employee ID:*		First Name:*	Gary	Last Name:*	Strother
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Section 2: Trip Details:	<i>To be completed by Employee</i>
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ASBA Fall GM
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-Nov-2023	ASBA Fall GM	Calgary	Edmonton	300
21-Nov-2023	ASBA Fall GM	Edmonton	Calgary	300
			As per AR2060	-200
The total weekly km must be entered into the timesheet in PeopleSoft.			Total Kilometres	400

PeopleSoft Time Approver
Combo Code entered into PeopleSoft

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

Employee Signature:*		Time Approver Name:*	Laura Hack
Employee Phone:*	403-817-7902	Time Approver Signature:*	
Date DD-MM-YY: *	22/11/2023	Time Approver Phone:*	
		Date DD-MM-YY:*	22/11/2023

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 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 this collection of personal information, please contact a HR Employee Contact Centre Representative at 403-817-7333 to direct your question.

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



Gary Strother

Page Number : 1 Invoice Nbr :
 Guest Number :
 Folio ID :
 Arrive Date : 19-NOV-23 17:38
 Depart Date : 21-NOV-23 12:01
 No. Of Guest : 1
 Room Number :
 Marriott Bonvoy Number :

Tax Invoice

Tax ID : 777689332RT0001

The Westin Edm YEGWI NOV-21-2023 11:17 TSING510

Date	Reference	Description	Charges (CAD)	Credits (CAD)
19-NOV-23	RT1207	Room Chrg - Govt./Military	165.00	
19-NOV-23	RT1207	GST	8.50	
19-NOV-23	RT1207	DMF	4.95	
19-NOV-23	RT1207	Tour Levy	6.80	
19-NOV-23	RT1207	Parking Self	38.00	
19-NOV-23	RT1207	GST	1.90	
20-NOV-23	RT1207	Room Chrg - Govt./Military	165.00	
20-NOV-23	RT1207	GST	8.50	
20-NOV-23	RT1207	DMF	4.95	
20-NOV-23	RT1207	Tour Levy	6.80	
20-NOV-23	RT1207	Parking Self	38.00	
20-NOV-23	RT1207	GST	1.90	
21-NOV-23	MC	Mastercard-0235		-450.30
** Total			450.30	-450.30
*** Balance			-0.00	

Continued on the next page

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

SEAT#	ITEMS ORDERED	AMOUNT
6	CLASSIC BURGER	21.00
	SUBTOTAL	21.00
	GST	1.05

		22.05
	TOTAL	22.05

 SUBTOTAL 21.00
 GST 1.05

 TOTAL DUE 22.05

OF GUESTS 1

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

** TRANSACTION RECORD **

MasterCard Purchase
 AID:
 App Name

Amount	\$22.05
Tip	\$3.97
	=====
TOTAL CAD	\$26.02

APPROVED
 00-001 (001)
 CBEDCS16

 11/20/2023

www.CRAFTBeerMarket.ca
 780.424.BEER

GST# 843991241

VERIFIED BY PIN

Merchant Copy

THANK YOU
 Come Again

Service ID: Subscriber:GARY STROTHER

Account Detail	
Assignment Account No.	Gary Strother
Contract Detail	
	\$ 44.00
Contract Name	3GB Pooled Voice & D
Options Charges	
	\$ 3.50
Calgary BoE Cimpl Bundle @ \$3.50	\$ 3.50
Voice Charges	
	\$ 0.00
Charges for Additional Minutes	\$ 0.00
Peak Minutes	
Off Peak Minutes	
Total Airtime Minutes	
Data Charges	
	\$ 0.00
Data Volume (MB)	\$ 0.00
Browser Charge	\$ 0.00
Text Messages	
	\$ 0.00
Text Messages	\$ 0.00
Long Distance Charges	
	\$ 0.00
Long Distance Charges	\$ 0.00
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	\$ 0.00
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	\$ 0.00
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