

# expense | monthly tracking report

claimant | Strother, Gary

position | Acting Chief Superintendent of Schools

level | Superintendent

reporting period | September 1 to October 31, 2023

date of report | Friday, December 8, 2023



Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
ASBA Meeting Edmonton	09/25/2023	Mileage	\$204.00	travel	BUS mileage
ASBA Meeting Edmonton	09/25/2023	Accommodation	\$190.68	travel	BUS accommodation
ASBA Meeting Edmonton	09/25/2023	Parking	\$31.50	travel	BUS general
ASBA Meeting Edmonton	09/25/2023	Meal	\$26.00	travel	BUS food/non alcoholic beverage
CASS Membership	09/30/2023	Membership dues	\$1,522.50	other disclosed	membership, due, fees
ASBA Celebration Edmonton	10/12/2023	Mileage	\$204.00	travel	BUS mileage
ASBA Celebration Edmonton	10/12/2023	Accommodation	\$200.48	travel	BUS accommodation
ASBA Celebration Edmonton	10/12/2023	Meal	\$23.10	travel	BUS food/non alcoholic beverage
ASBA Celebration Edmonton	10/12/2023	Parking	\$25.00	travel	BUS general
ERDI Conference Banff	10/14/2023	Mileage	\$28.56	travel	PD mileage
ERDI Conference Banff	10/14/2023	Accommodation	\$955.41	travel	PD accommodation
ERDI Conference Banff	10/14/2023	Meal	\$17.00	travel	PD food/non alcoholic beverage
ERDI Conference Banff	10/14/2023	Parks Canada Pass	\$61.75	travel	PD general



# Travel & Subsistence Expense Report

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: Oct 3 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 - Lt. Gov Of AB Student Award Ceremony

Departure and Return Dates Sept 24 - Sept 25 2023 Destination: Edmonton

Description of Expenses (Please attach receipts)	Total Cost (Canadian Dollars)	Exchange Rate (for information purposes)	Amount Paid by CBE <small>Invoice/P-Card/ Amex/ Payroll for Mileage (including GST)</small>	Amount Paid by Claimant <small>For Out of Pocket Expenditures (including GST)</small>	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					
▪ Taxi/Shuttle Bus/Car Rental at Destination					
▪ Personal Vehicle <u>400</u> km @ 51¢/km (submit on Km Payment Form to Payroll)	\$204.00				Send original to Payroll for payment
Accommodations at Single Rate					
\$ <u>1</u> @ <u>190.88</u> Nights	190.88				
Meals (including tips) (excluding meals covered by Conference or Others)					
▪ Breakfast _____ @ \$12.00					
▪ Lunch _____ @ \$17.00					
▪ Dinner <u>1</u> @ \$26.00			26.00		
▪ Or Actual Expense					
Telecommunication Charges (Internet, phone calls)					
Parking – in Calgary					
Parking – at Destination	31.50				
Other – Provide Details					
TOTAL COST OF TRIP	452.38				
CASH ADVANCE IF ANY-Ref # _____					
AMOUNT DUE TO (OWING BY) CLAIMANT					
GST Breakout Area	11.50				

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.



# 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** *To be completed by Employee*

Employee ID:*		First Name:*	Gary	Last Name:*	Strother
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**Section 2: Trip Details:** ASBA Celebration *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
24-Sep-2023	ASBA Celebration	Calgary	Edmonton	300
25-Sep-2023	ASBA Celebration	Edmonton	Calgary	300
As per AR2060				-200
The total weekly km must be entered into the timesheet in PeopleSoft.			<b>Total Kilometres</b>	400

PeopleSoft Time Approver

Combo Code entered into PeopleSoft

**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@wcdconnect.com](mailto:cbeincoming@wcdconnect.com)

Employee Signature:*	Time Approver Name:*
Employee Phone:*	Time Approver Signature:*

Date DD-MM-YY: *	02-Nov-2023	Time Approver Phone:*		Date DD-MM-YY:*	02-Nov-2023
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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.



Gary Strother

**INFORMATION INVOICE**

Room No. :  
Arrival : 09-24-23  
Departure : 09-25-23  
Page No. : 1 of 1  
Folio No. :  
Conf. No. :  
Cashier No. :  
Custom Ref. :

Company Name :  
Group Name :  
Guest Name :

Date	Description	Charges	Credits
09-24-23	Loft 106 Room# 1010 : CHECK# 1698	27.15	
09-24-23	Room Revenue	169.00	
09-24-23	Destination Marketing Fee	5.07	
09-24-23	Room GST	8.70	
09-24-23	Tourism Levy	6.96	
09-24-23	Parking	30.00	
09-24-23	GST	1.50	
09-25-23			248.38
<b>Total Charges</b>		<b>248.38</b>	
<b>Total Credits</b>			<b>248.38</b>
<b>Balance</b>			<b>0.00</b>

I agree that I am personally liable for payment of this account, and if this person, company or association indicated does not settle within a reasonable period, my liability for payment should be joint and several with such person, company or association.

Matrix Hotel | 10640 100 Ave NW | Edmonton, AB T5J 3N8  
Reservations: (866) 465-8150 | Telephone: (780) 429-2861 | Fax: (780) 420-4962  
Email: info@matrixedmonton.com  
www.matrixedmonton.com





# CASS

College of Alberta School Superintendents

## INVOICE

1300, 10665 Jasper Avenue NW  
Edmonton, Alberta T5J 3S9  
Canada

Invoice No.:  
Date: 09/15/2023  
Ship Date:  
Page: 1  
Re: Order No. 2023-2024

**Sold to:**

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

**Ship to:**

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

Business No.: 10696 7052

Item No.	Unit	Quantity	Description	Tax	Unit Price	Amount
			CASS Memberships 2023-2024			
			Gary Strother	G		1,450.00
			Please Remit To: College of Alberta School Superintendents 1300, 10665 Jasper Avenue Edmonton, AB T5J 3S9			
			G - GST 5.00% GST			\$72.50
College of Alberta School Superintendents						
Shipped By: Tracking Number:					Total Amount	\$1522.50
Comment:					Amount Paid	0.00
Sold By:					Amount Owing	



# Travel & Subsistence Expense Report

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: Oct 17 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 Meeting

Departure and Return Dates Oct 11-12 2023 Destination: Edmonton

Description of Expenses (Please attach receipts)	Total Cost (Canadian Dollars)	Exchange Rate <small>(for information purposes)</small>	Amount Paid by CBE <small>Invoice/P-Card/ Amex/ Payroll for Mileage (including GST)</small>	Amount Paid by Claimant <small>For Out of Pocket Expenditures (including GST)</small>	Alias to be charged for Claimant's Expenses
<b>Registration/Conference Fees</b>					
<b>Travel Costs</b>					
▪ 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				Send original to Payroll for payment
<b>Accommodations at Single Rate</b>					
\$ <u>200.48</u> @ <u>1</u> Nights	200.48		200.48		
<b>Meals (including tips) (excluding meals covered by Conference or Others)</b>					
▪ Breakfast _____ @ \$12.00					
▪ Lunch _____ @ \$17.00					
▪ Dinner <u>1</u> @ \$26.00	23.10		23.10		
▪ Or Actual Expense					
<b>Telecommunication Charges (Internet, phone calls)</b>					
<b>Parking – in Calgary</b>					
<b>Parking – at Destination</b>	25.00		25.00		
<b>Other – Provide Details</b>					
<b>TOTAL COST OF TRIP</b>	452.58				
<b>CASH ADVANCE IF ANY–Ref # _____</b>					
<b>AMOUNT DUE TO (OWING BY) CLAIMANT</b>					
<b>GST Breakout Area</b>	11.24				

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.**



# 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** *To be completed by Employee*

<b>Employee ID:*</b> :	<b>First Name:*</b> Gary	<b>Last Name:*</b> Strother
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**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
11-Oct-2023	ASBA meeting	Calgary	Edmonton	300
12-Oct-2023	ASBA Meeting	Edmonton	Calgary	300
As per AR2060			Less 100 km each way	-200
<b>The total weekly km must be entered into the timesheet in PeopleSoft.</b>			<b>Total Kilometres</b>	<b>400</b>

**PeopleSoft Time Approver**  
**Combo Code entered into PeopleSoft**

**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@wcdconnect.com](mailto:cbeincoming@wcdconnect.com)

<b>Employee Signature:*</b>	<b>Time Approver Name:*</b> Laura Hack
<b>Employee Phone:*</b> ( )	<b>Time Approver Signature:*</b> <
<b>Date DD-MM-YY: *</b> 17-Oct-2023	<b>Time Approver Phone:*</b> <b>Date DD-MM-YY:*</b> 17-Oct-2023

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**R**  
**RENAISSANCE®**  
**HOTELS**

**RENAISSANCE EDMONTON AIRPORT**

**GUEST FOLIO**

809      STROTHER/G      .00      10/12/23  
ROOM      NAME      RATE      DEPART  
CK                     10/11/23  
TYPE                     ARRIVE  
5

ROOM      ADDRESS      PAYMENT      MBV#:  
CLERK

DATE	REFERENCES	CHARGES	CREDITS	BALANCES DUE
10/11	PARKING	1NIGHT		23.81
10/11	GST	1NIGHT		1.19
10/11	HALO BAR	4265 809		23.10
10/12	MC CARD			
			\$48.10	

TO BE SETTLED TO:

THANK YOU FOR CHOOSING THE RENAISSANCE EDMONTON AIRPORT.  
PLEASE CALL THE FRONT DESK TO EXPEDITE YOUR CHECK-OUT.  
WE LOOK FORWARD TO YOUR RETURN TO THE RENAISSANCE EDMONTON.

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**RENAISSANCE®**  
**HOTELS**

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780-488-7159 FAX: 780-488-6372

**Was that the best night's sleep you have ever had? Have a repeat performance at your place by visiting [CollectRenaissance.com](http://CollectRenaissance.com).**

This statement is your only receipt. You have agreed to pay in cash or by approved personal check or to authorize us to charge your credit card for all amounts charged to you. The amounts shown in the credit column opposite any credit card entry in the reference column above will be charged to the credit card number set forth above. (The credit card company will bill in the usual manner.) If for any reason the credit card company does not make payment on this account, you will owe us such amount. If you are direct billed, in the event payment is not made within 25 days after check-out, you will owe us interest from the check-out date on any unpaid amount at the rate of 1.5% per month (ANNUAL RATE 18%), or the maximum allowed by law, plus the reasonable cost of collection, including attorney fees.

Signature X







# Travel & Subsistence Expense Report

**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](mailto:CBEAccountsPayable@cbe.ab.ca)) with a copy of your approved *Travel Within Alberta* form.

<b>Details of Trip   Please Print</b>	Date: <u>October 23 2023</u>
Employee's Name <u>Gary Strother</u>	Vendor #: _____
School / Department to mail cheque to <u>Office of the Chief Superintendent</u>	
Purpose of Trip / Name of Conference <u>ERDI</u>	
Departure and Return Dates <u>Oct 12-14 2023</u>	Destination: <u>Banff AB</u>

Description of Expenses (Please attach receipts)	Total Cost (Canadian Dollars)	Exchange Rate (for information purposes)	Amount Paid by CBE <small>Invoice/P-Card/ Amex/ Payroll for Mileage (including GST)</small>	Amount Paid by Claimant <small>For Out of Pocket Expenditures (including GST)</small>	Alias to be charged for Claimant's Expenses
<b>Registration/Conference Fees</b>					
<b>Travel Costs</b>					
▪ Airfare (including trip cancellation insurance)					
▪ Rail/Bus					
▪ Taxi/Shuttle Bus/Car Rental in Calgary					
▪ Taxi/Shuttle Bus/Car Rental at Destination					
▪ Personal Vehicle <u>56</u> km @ 51¢/km (submit on Km Payment Form to Payroll)	28.56				Send original to Payroll for payment
<b>Accommodations at Single Rate</b>					
\$ <u>3</u> @ <u>318.47</u> Nights	955.41				
<b>Meals</b> (including tips) (excluding meals covered by Conference or Others)					
▪ Breakfast _____ @ \$12.00					
▪ Lunch <u>1</u> @ \$17.00	17.00				
▪ Dinner _____ @ \$26.00					
▪ Or Actual Expense					
<b>Telecommunication Charges</b> (Internet, phone calls)					
<b>Parking – in Calgary</b>					
<b>Parking – at Destination</b>					
<b>Other – Provide Details</b>	61.75				Banff Park pass
<b>TOTAL COST OF TRIP</b>	1062.72				
<b>CASH ADVANCE IF ANY</b> –Ref # _____					
<b>AMOUNT DUE TO (OWING BY) CLAIMANT</b>					
<b>GST Breakout Area</b>	43.20				

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.**





THE *Fairmont*  
BANFF SPRINGS

405 Spray Avenue  
P.O. Box 960  
Banff, Alberta Canada T1L 1J4  
T 403 762 2211 F 403 762 5755  
G.S.T. Registration # 84968 1721 RT0006

ERDI  
Gary Strother  
Canada

Room :  
Folio # :  
Cashier # :  
Page # : 1 of 2  
Group Name ERDI 2023 Conference

Arrival : 10-12-23  
Departure : 10-15-23

INFORMATION INVOICE

Date	Description	Additional Information	Charges	Credits
10-12-23	Package Charge		288.00	
10-12-23	Tourism Improvement Fee (2%)		5.20	
10-12-23	Alberta Tourism Levy (4%)		10.61	
10-12-23	Room GST (5%)		13.00	
10-12-23	Tourism Improvement Fee GST		0.26	
10-12-23	Package GST (5%)		1.40	
10-13-23	Package Charge		288.00	
10-13-23	Tourism Improvement Fee (2%)		5.20	
10-13-23	Alberta Tourism Levy (4%)		10.61	
10-13-23	Room GST (5%)		13.00	
10-13-23	Tourism Improvement Fee GST		0.26	
10-13-23	Package GST (5%)		1.40	
10-14-23	Package Charge		288.00	
10-14-23	Tourism Improvement Fee (2%)		5.20	
10-14-23	Alberta Tourism Levy (4%)		10.61	
10-14-23	Room GST (5%)		13.00	
10-14-23	Tourism Improvement Fee GST		0.26	
10-14-23	Package GST (5%)		1.40	
10-15-23	Mastercard	XXXXXXXXXXXX0235 XX/XX		1,000.91

For information or reservations, visit us at [www.fairmont.com](http://www.fairmont.com) or call Fairmont Hotels & Resorts from: United States or Canada 1 800 441 1414  
Pour information et réservations visitez notre web au [www.fairmont.com](http://www.fairmont.com) ou téléphoner au Hôtels Fairmont de: États-Unis ou Canada 1 800 441 1414

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. Overdue balance subject to a surcharge at the rate of 1.5% per month after one month. (18.00% per annum.)

Je me porte personnellement responsable du règlement total de cette note au cas où la compagnie, l'association ou son représentant désigné en refuserait le paiement. Les comptes en souffrance sont sujets à un intérêt de 1,5% par mois après un mois. (18,00% par année)

Thank you for choosing to stay with Fairmont Hotels & Resorts  
Merci d'avoir choisi les Hôtels Fairmont

THE *Fairmont*  
BANFF SPRINGS

405 Spray Avenue  
P.O. Box 960  
Banff, Alberta Canada T1L 1J4  
T 403 762 2211 F 403 762 5755  
G.S.T. Registration # 84968 1721 RT0006

ERDI  
Gary Strother  
Canada

Room :  
Folio # :  
Cashier # :  
Page # : 2 of 2  
Group Name ERDI 2023 Conference  
Arrival : 10-12-23  
Departure : 10-15-23

INFORMATION INVOICE

Date	Description	Additional Information	Charges	Credits
		Total	1,000.91	1,000.91
		Balance Due		0.00
<b><u>GST Summary</u></b>				
	Room	39.78		
	F&B	2.05		
	Other	4.20		
	Total	46.03		

Thank you for choosing Fairmont Hotels & Resorts.

To provide feedback about your stay please contact Gregor Resch, General Manager, at [Gregor.ReschGM@fairmont.com](mailto:Gregor.ReschGM@fairmont.com).  
We also invite you to share memories of your experience on our community forum - visit [www.everyonesanoriginal.com](http://www.everyonesanoriginal.com).

For information or reservations, visit us at  
[www.fairmont.com](http://www.fairmont.com) or call Fairmont Hotels & Resorts from:  
United States or Canada 1 800 441 1414  
Pour information et réservations visitez notre web au  
[www.fairmont.com](http://www.fairmont.com) ou téléphoner au Hôtels Fairmont de:  
États-Unis ou Canada 1 800 441 1414

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. Overdue balance subject to a surcharge at the rate of 1.5% per month after one month. (18.00% per annum.)

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Thank you for choosing to stay with Fairmont Hotels & Resorts  
Merci d'avoir choisi les Hôtels Fairmont



Parks Canada    Parcs Canada

**PASS ONLY VALID IF PRINTED.**

**Purchase Date:**                      Oct 12, 2023  
**Temporary Pass Expiry:**        Nov 11, 2023 @ 4 p.m

**THANK YOU FOR YOUR ORDER!**

Passes must be printed and clearly displayed on the dash of your vehicle while in the national parks.

Discovery Passes are sent in the mail. When printed, this receipt will act as a temporary pass for the first 30 days after purchase.

**Purchase Summary**

Product	Qty	Cost	Subtotal
Senior Discovery Pass	1	\$61.75	\$61.75
<b>Total</b>			<b>\$61.75</b>

Name: G. Strother

Sub Total: \$58.81

GST: \$2.94

Total: \$61.75

Paid by Credit Card: \$61.75