

expense | monthly tracking report

claimant | Sutlic, Ed

position | Director, Corporate Finance

level | Director

reporting period | November 1 to December 31, 2018

date of report | February 8, 2019



**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Association of School Business Official of Alberta (ASBOA) Annual Issues Forum Dec 5-7, Edmonton, AB	12/06/2018	registration fee	\$435.75	travel	BUS general
Association of School Business Official of Alberta (ASBOA) Annual Issues Forum Dec 5-7, Edmonton, AB	12/05/2018	bus fare to venue	\$76.00	travel	BUS general
Association of School Business Official of Alberta (ASBOA) Annual Issues Forum Dec 5-7, Edmonton, AB	12/05/2018	Accommodations	\$156.06	travel	BUS general
Association of School Business Official of Alberta (ASBOA) Annual Issues Forum Dec 5-7, Edmonton, AB	12/06/2018	Accommodations	\$127.98	travel	BUS general
Association of School Business Official of Alberta (ASBOA) Annual Issues Forum Dec 5-7, Edmonton, AB	12/05/2018	cab fare to bus station	\$9.20	travel	BUS general
Association of School Business Official of Alberta (ASBOA) Annual Issues Forum Dec 5-7, Edmonton, AB	12/05/2018	cab fare to venue	\$9.80	travel	BUS general

Association of School Business Official of Alberta (ASBOA) Annual Issues Forum Dec 5-7, Edmonton, AB	12/06/2018	3 meals per diem	\$64.00	travel	BUS general
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INVOICE



ASBOA

ASSOCIATION OF SCHOOL
BUSINESS OFFICIALS OF ALBERTA

BILLED TO Ed Sutlic	INVOICE NO. DATE AMOUNT	1000131 Nov 29, 2018 \$435.75
Annual Issues Forum		\$435.75
Subtotal		\$435.75
Total		\$435.75

Total: **\$435.75**

Association of School Business Officials of Alberta

We do not accept credit card payments at this time. Please remit your payment to ASBOA, #1200, 9925 - 109 Street, Edmonton, AB T5K2J8. Note, the amount due is inclusive of GST. ASBOA GST Registration # 77448 0891 RT0001

From: Red Arrow Reservations <itineram@redarrow.ca>
 Sent: December-03-18 10:01 AM
 To: Sutlic, Ed J
 Subject: Red Arrow Itinerary/Receipt

ASBOA Issues Forum/Metro Boards Meeting
 December 6-7, 2018
 Edmonton, AB
 Travel to Edmonton

ITINERARY/RECEIPT



2018-12-03

You can reach us at:

ED SUTLIC
 1221 8TH ST SW
 CALGARY, AB T2R 0L4

Red Arrow - LTO
 Central Reservations: 1-800-
 232-1958
sales@redarrow.ca

ORDER#	ORDERED	CUSTOMER#	P.O.	GROUP NAME	DEPARTING	RETURNING	SALES REP	SALES AGENT
1875621	2018-12-03	414969			2018-12-05	2018-12-05	-	SALLY-ANNE

Travellers:

SUTLIC/ED

PRODUCT DESCRIPTION	DURATION	OCCUPANCY	QTY	PRICE/UNIT	BILLED
CALEDM 14:00 YYC. Assigned to: 12C Departs Calgary (CALTO / CTO 205 9 Ave SE) at 14:00 on 2018-12-05. Arrives Edmonton (EDMSOUTH / New Location / 5359 Calgary Trail) at 17:50 on 2018-12-05. (3 hrs 50 mins)	3 hrs 50 mins	Adult	1	\$ 72.38	\$ 76.00

Payments Received

DATE	GUEST	REFERENCE	AMOUNT
2018-12-03	customer: ED SUTLIC		\$ 76.00

Base Price: \$ 72.38
 Discounts: \$ 0.00
 Service Charges: \$ 0.00
 GST: \$ 3.62



Holiday Inn

Accommodations

12-05-18

Ed Sutlic 1221 8th St Sw Calgary AB T2R 0L4 Canada	Folio No. : A/R Number : Group Code : ASB Company : ASBOA Membership No. :	Room No. : 316 Arrival : 12-05-18 Departure : 12-06-18 Conf. No. : 29726705 Rate Code : Page No. : 1 of 1
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Date	Description	Charges	Credits
12-05-18	*Accommodation	139.00	
12-05-18	Marketing Fee	4.17	
12-05-18	AB Tourism Levy	5.73	
12-05-18	GST #806926929 RT0001	7.16	
12-05-18	MasterCard		156.06
Total		156.06	156.06
Balance		0.00	

Marketing 4.17

AB Tourism Levy 5.73

GST #806926929 RT(7.16

Guest Signature: _____

I have received the goods and / or services in the amount shown heron. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

Holiday Inn Conference Centre
4485 Gateway Blvd NW
Edmonton, AB T6H 5C3
Telephone: (780) 431-1100 Fax: (780) 437-3455



Holiday Inn

Accommodations

12-07-18

Ed Sutlic 1221 8th St Sw Calgary AB T2R 0L4 Canada	Folio No. : A/R Number : Group Code : Company : Leisure 2018 Membership No. :	Room No. : 316 Arrival : 12-06-18 Departure : 12-07-18 Conf. No. : 47437816 Rate Code : IGCOR Page No. : 1 of 1
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Date	Description	Charges	Credits
12-06-18	*Accommodation	113.99	
12-06-18	Marketing Fee	3.42	
12-06-18	AB Tourism Levy	4.70	
12-06-18	GST #806926929 RT0001	5.87	
12-06-18	MasterCard		127.98
Total		127.98	127.98
Balance		0.00	

Marketing 3.42

AB Tourism Levy 4.70

GST #806926929 RT15.87

Guest Signature: _____

I have received the goods and / or services in the amount shown heron. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

Holiday Inn Conference Centre
4485 Gateway Blvd NW
Edmonton, AB T6H 5C3
Telephone: (780) 431-1100 Fax: (780) 437-3455

ASBOA Issues Forum/Metro Boards Meeting
December 6-7, 2018
Edmonton, AB

Cab Fare to Red Arrow

316 MERIDIAN ROAD SE
CALGARY, AB T2A 1X2

TERMINAL ID: 319-652-068
MERCHANT ID: 432765XJ
VEHICLE ID : 1882
DRIVER ID : 12958
GST ACCOUNT #: T26 868 714
TRIP NUMBER: 18329277
PASSENGERS: 1

12/05/2018
START: 12:55 END: 13:01
DISTANCE: 23.00 RATE: 1

FARE AMOUNT: \$ 5.96

TAX AMOUNT: \$ 0.34

TIP AMOUNT: \$ 2.00

TOTAL : \$ 9.20

APPROVAL NUMBER : 150152

PASSENGER COPY

THANK YOU
(403)299-9999
WWW.THECHECKERGROUP.COM



ASBOA Issues Forum/Metro Boards Meeting
December 6-7, 2018
Edmonton, AB

Cab Fare to venue

GREATER EDMONTON TAXI
SERVICE

10135 31 AVE NW
EDMONTON AB

CARD *****9602
CARD TYPE MASTERCARD
DATE 2018/12/05
TIME 3027 17:50:39
INVOICE # 209749
RECEIPT NUMBER
C85052009-001-001-029-0

PURCHASE

AMOUNT \$7.80
TIP \$2.00
TOTAL

\$9.80

143E1FEFD2DD23FE
0000008000-E800
1137DBAB4E61D4C2

APPROVED

AUTH# 195039 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

YELLOW CAB 780.462.3456
BARREL TAXI 780.489.7777
EDMTAXI.COM
GST 100403070

Must be completed upon return from every business trip for reporting purposes and any out of pocket expenditures.

Return completed form to Accounts Payable, Education Centre

Date: _____	Date: December 10, 2018
Employee's Name: Ed Sutlic	Vendor #: _____
School/Department to mail cheque to: Finance / Technology Services	
Purpose of Trip/Name of Conference: ASBOA Issues Forum, Metro Boards Meeting	
Departure and Return Dates: December 5-7, 2018	
Destination: Edmonton, AB	

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
Registration/Conference Fees	435.75		435.75		
Travel Costs					
<input type="checkbox"/> Airfare (including trip cancellation insurance)					
<input type="checkbox"/> Rail/Bus	76.00		76.00		
<input type="checkbox"/> Taxi/Shuttle Bus/Car Rental in Calgary					
<input type="checkbox"/> Taxi/Shuttle Bus/Car Rental at Destination					
<input type="checkbox"/> Personal Vehicle _____ km @ 50¢/km (submit on Km Payment Form to Payroll)					
<input type="checkbox"/> Accommodations at Single Rate					
Conference Accommodations 2 nights	156.06 127.98		284.04		
Meals (including tips) (excluding meals covered by Conference or Others)					
<input type="checkbox"/> Breakfast 1 @ \$12.00 Fri	12.00			12.00	
<input type="checkbox"/> Lunch @ \$17.00					
<input type="checkbox"/> Dinner 2 @ \$26.00 Weds, Thurs	52.00			52.00	
<input type="checkbox"/> Or Actual Expense					
Telecommunication Charges					
Parking – in Calgary	9.20		9.20		
Parking – at Destination	9.80		9.80		
Other – Provide Details					
Fuel for rental car					
TOTAL COST OF TRIP	878.79		814.79	64.00	
CASH ADVANCE IF ANY–Ref # _____					
AMOUNT DUE TO (OWING BY) CLAIMANT				\$64.00	
GST Breakout Area					

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.