

expense | monthly tracking report

claimant | Bolger, Patricia  
position | Trustee  
level | Board of Trustees  
reporting period | November 1 to December 31, 2022  
date of report | Friday, February 10, 2023



Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
ASBA Fall General Meeting	11/20-22/2022	ASBA FGM Conference Fee	\$708.75	travel	conferences & workshops
ASBA Fall General Meeting	11/20-22/2022	Hotel Accommodation	\$244.16	travel	BUS accommodation
ASBA Fall General Meeting	11/20-22/2022	Travel Mileage	\$300.00	travel	BUS mileage
ASBA Fall General Meeting	11/20-22/2022	Meal	\$25.41	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: December 13, 2022

Trustee's Name Patricia Bolger Trustee Wards 6 & 7

Purpose of Trip / Name of Conference: ASBA FGM

Departure and Return Date Nov 20-22, 2022 Destination: Edmonton, AB

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		Invoiced
<b>Travel Costs</b>					
Airfare					
Insurance					
Rail/Bus					
Taxi/Shuttle Bus/Car Rental at Destination					
Personal Vehicle 600 Km @ 50¢/Km (submit via PeopleSoft)	300		300	Sent to HR	
Parking – at Destination					
<b>Accommodation</b>					
2 Nights @ \$ 122.08 (Single Rate)	244.16		244.16		
<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)					
1 Dinner(s) (Maximum \$26.00 each)	25.41			25.41	
<b>Other – Provide Details</b>					
<b>TOTAL COST OF TRIP</b>					
<b>AMOUNT DUE TO CLAIMANT / &lt;CBE&gt;</b>				25.41	
<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 #
11/30/2022	2022056

### 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	3,375.00	3,375.00
		GST on sales	5.00%	168.75
			<b>Subtotal</b>	CAD 3,375.00
			<b>GST 5%</b>	CAD 168.75
			<b>Total</b>	CAD 3,543.75

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

Alberta School Boards Association  
Fall General Meeting  
November 20-22, 2022

School Board	Acctg Code	First Name	Last Name	Trustee Alias Code	Reg Type	Reg Fee
Calgary Board of Education	cal02	Patricia	Bolger		In person	\$675.00
Calgary Board of Education	cal02	Nancy	Close		In person	\$675.00
Calgary Board of Education	cal02	Marilyn	Dennis		In person	\$0.00
Calgary Board of Education	cal02	Dana	Downey		In person	\$675.00
Calgary Board of Education	cal02	Laura	Hack		In person	\$675.00
Calgary Board of Education	cal02	Charlene	May		In person	\$675.00
Calgary Board of Education Total						\$3,375.00





### Directions

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.

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

[illegible]

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

Total Kilometres	600
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**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](mailto: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	08-12-22	

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.

# Invoice

Invoice #: 00000923


**WYNDHAM**

**Wyndham Edmonton Hotel & Conference Centre**  
 4440 Gateway Blvd., Edmonton, AB, T6H 5C2  
 Phone: 1-780-437-6010  
 Fax: 1-780-431-5804  
 Email:  
 info@wyndhamedmonton.com  
 Website:  
 www.wyndhamedmonton.com

**Billed to:**  
**Bolger, Patricia**  
 Email: gmstcroix@cbe.ab.ca

**Booking ID:**

849515-----

**Room:**
**Room type: 1 King Bed**
**Check-in Date: 2022-11-20**
**Check-out Date: 2022-11-22**

## Charges

Date	Description	Paying Customer	Charge Type	Amount	Tax	Total
2022-11-20 To 2022-11-21	Room Charge	Bolger, Patricia	Room Charge	109.00/day for 2 days	26.16	244.16

**Subtotal: 218.00**
**Taxes: Destination**
**Marketing**
**Fee 6.54**
**GST 10.90**
**Tourism**
**Levy 8.72**
**Charge Total: 244.16**

## Payments

Date	Description	Paid by	Payment Type	Status	Amount
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1

**Payment Total: 244.16**

Date	Description	Paid by	Payment Type	Status	Amount
2022-11-24	Charged to MC ending in 9531	Bolger, Patricia	Mastercard		244.16
Payment Total:					244.16

Amount Due: 0.00  
PAID IN FULL

One meal @ ASBA from

\*\*\*\* AURORA \*\*\*\*

4404 Gateway Blvd

Edmonton, AB

Tel: 780-431-3468

Review Us on TripAdvisor.ca

GST#889835161RT0001

153306 Amila

DELTA EDMONTON SOUTH F&B

4404 GATEWAY BLVD

EDMONTON, AB T6H5C2

7804314629

SALE

CHK 4905 TBL 10/2  
GST 1

21 Nov'22 8:51 PM

1 AURORA BURGER 22.00

Subtotal: \$22.00

GST % TAX \$1.10

8:51 PM  
TOTAL DUE: \$23.10

Server #: 000001 1

MID: 6026528

TID: 014

REF#: 00000033

Batch #: 325002

RRN: 00000033

11/21/22

20:52:38

APPR CODE: 868412

AMEX

Proximity

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AMOUNT \$23.10  
TIP \$2.31  
TOTAL \$25.41

APPROVED

THANK YOU FOR JOINING US!  
PLEASE COMPLETE FOR ROOM CHARGES

GRATUITY 2.31

TOTAL 25.41

ROOM NUMBER

PRINT LAST NAME

SIGNATURE

AMERICAN EXPRESS

AID:

TVR: 00 00 00 80 00

TSI: E8 00

I AGREE TO PAY ABOVE TOTAL AMOUNT  
IN ACCORDANCE WITH CARD ISSUER'S  
AGREEMENT  
(MERCHANT AGREEMENT IF CREDIT VOUCHER)  
RETAIN THIS COPY FOR STATEMENT  
VERIFICATION

THANK YOU / MERCI

CUSTOMER COPY