

expense | monthly tracking report

claimant | Downey, Dana
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 Registration Fee	\$708.75	travel	conferences & workshops
ASBA Fall General Meeting	11/20-22/2022	Hotel Accommodation	\$244.16	travel	BUS accommodation
Institute of Child Psychology Conference 2022	11/26-27/2022	Conference Fee	\$236.25	working session	PD course or registration fee



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: January 12, 2023

Trustee's Name Dana Downey Trustee Wards 1 & 2

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
Travel Costs					
Airfare					
Insurance					
Rail/Bus					
Taxi/Shuttle Bus/Car Rental at Destination					
Personal Vehicle Km @ 50¢/Km (submit via PeopleSoft)					
Parking – at Destination					
Accommodation					
2 Nights @ \$ <u>122.08</u> (Single Rate)	244.16		244.16		
Telecommunication Charges (Internet, Phone calls)					
Meals – Receipts required (Including tips, excluding meals covered by Conference or Others)					
Breakfast(s) (Maximum \$12.00 each)					
Lunch(es) (Maximum \$17.00 each)					
Dinner(s) (Maximum \$26.00 each)					
Other – Provide Details					
TOTAL COST OF TRIP	952.91		952.91		
AMOUNT DUE TO CLAIMANT / <CBE>					
GST Breakout Area					

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.

Claimant's Signature

Payment Authorization

Invoice

Invoice #: 00000714


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:

Dana Downey

Email: gmstcroix@cbe.ab.ca

Booking ID:

849519

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	Daily Room Charge		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
2022-11-22		Dana Downey	Mastercard		244.16
				Payment Total:	244.16

1

Amount Due: 0.00
PAID IN FULL



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
			Subtotal	CAD 3,375.00
			GST 5%	CAD 168.75
			Total	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



Trustee Professional Development and Travel & Subsistence Expense Report

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Details of Trip | Please Print

Date: November 21, 2022

Trustee's Name Dana Downey Trustee, Wards 1 & 2

Purpose of Trip / Name of Conference: Institute of Child Psychology Conference 2022

Departure and Return Date November 26-27 2022 Destination: Virtual

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	236.25			236.25	
Travel Costs					
Airfare					
Insurance					
Rail/Bus					
Taxi/Shuttle Bus/Car Rental at Destination					
Personal Vehicle Km @ 50¢/Km (submit via PeopleSoft)					
Parking – at Destination					
Accommodation					
Nights @ \$ _____ (Single Rate)					
Telecommunication Charges (Internet, Phone calls)					
Meals – Receipts required (Including tips, excluding meals covered by Conference or Others)					
Breakfast(s) (Maximum \$12.00 each)					
Lunch(es) (Maximum \$17.00 each)					
Dinner(s) (Maximum \$26.00 each)					
Other – Provide Details					
TOTAL COST OF TRIP	236.25				
AMOUNT DUE TO CLAIMANT / <CBE>				236.25	
GST Breakout Area					

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.

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Claimant's Signature _____

Payment Authorization _____



Institute

Full Weekend Conference Pass

~~CAD \$250~~ CAD \$225

- Access to all Keynote Addresses by Dr. Laura Markham
- 70+ hours of instruction available

Description

Weekend pass holders will have access to the keynote address by best-selling author and founder of Aha! Parenting Dr. Laura Markham where she will be speaking on “Parenting for Resilience”, in addition to 14 full & half-day workshops & 65 hours of instruction (a \$1000 value).

All full and half-day workshops are being offered virtually through zoom. While all workshops are live but also recorded* and available for 60 days.

All workshops will be led by local specialists in the field of children’s mental health.

Topics include: Childhood Anxiety, Holistic Mental Health, Childhood Trauma, The Highly Sensitive Child, The Impact of Technology, Helping Children Through Divorce and Separation, Empowering Learners, Compassionate Discipline, Classroom Mental Health, Childhood Resilience, Exploring Gender in Children & Youth, Working with Autism, and working with ADHD in youth.

This conference is the only of its kind in Canada, so this is an amazing opportunity to be a front runner and advocating for education around children's mental health. Our aim is to create a community where the stigma around mental health is dismantled. Let's move forward together and empowering parents, caregivers, mental health professionals, and educators in creating a more helpful, dynamic future for our youth.

DATES:

Keynote Address: November 25th

Workshops: November 26 & 27

TIMES:

Keynote Address: 7:00pm MST Friday

Full-day workshops: 9:00-5:00pm MST

Half-day workshops: 1:00pm-4:00pm MST

WHERE:

Live-Streamed + recorded through Zoom (available 60 days)

WHAT IS INCLUDED:

Certificates with continuing education credits are offered if participant successfully complete a short learning evaluation for each course they complete. Downloadable PDF workbooks will be included

WHO SHOULD ATTEND:

Parents, educators, caregivers, and mental health professionals.

WHAT IF I CAN'T AFFORD A TICKET

We can offer subsidized tickets (70% off) to those who have a limited income.

Please email us at conference@instituteofchildpsychology.com

CANCELLATIONS & REFUNDS

Tickets are non-refundable. Tickets can be transferred to another party at any time.

Please contact administrative team for further details at conference@instituteofchildpsychology.com

PAYMENT METHOD:

MasterCard ending in

Hi Grace -
this is PD
for me - Dana -

Order details

PRODUCT	TOTAL
<u>Full Weekend Conference Pass</u> (https://instituteofchildpsychologyconference.com/Product/Full-Weekend-Conference-Pass/) × 1	CAD \$225
SUBTOTAL:	CAD \$225
TAX:	CAD \$11.25
PAYMENT METHOD:	MasterCard Ending In
TOTAL:	CAD \$236.25
NOTE:	

GENERAL INQUIRIES

info@instituteofchildpsychology.com[hology.com](https://instituteofchildpsychology.com)<mailto:info@instituteofchildpsychology.com>

ADDRESS

PO Box 3541 Leduc, AB

T9E 6M3

Canada

[Contact Us](#)

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Psychology 2022



Institute of
Child Psychology

[\(https://instituteofchildpsychologyconference.com/\)](https://instituteofchildpsychologyconference.com/)

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Thank you. Your order has been received.

ORDER NUMBER:

DATE:

November 3, 2022

TOTAL:

CAD \$236.25