

expense | monthly tracking report

claimant | Hack, Laura  
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
ASBA Fall General Meeting	11/20-22/2022	Travel Mileage	\$300.00	travel	BUS mileage
ASBA Fall General Meeting	11/20-22/2022	Meals	\$47.95	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: November 30, 2022

Trustee's Name Laura Hack, Chair & Trustee Wards 3 & 4

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 600 Km @ 50¢/Km (submit via PeopleSoft)	300		300	Sent to HR	
Parking – at Destination					
Accommodation					
2 Nights @ \$ 122.08 (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)					
2 Dinner(s) (Maximum \$26.00 each)	47.95			47.95	
Other – Provide Details					
TOTAL COST OF TRIP					
AMOUNT DUE TO CLAIMANT / <CBE>				47.95	
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. 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

$$675.00 + 33.75 \text{ GST} = 708.75$$





# Invoice

Invoice #: 00000717


**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:**  
**Laura Hack**  
 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	0.00/day for 2 days	0.00	0.00

**Subtotal: 0.00**

**Taxes:** Destination  
 Marketing  
 Fee 0.00  
 GST 0.00  
 Tourism  
 Levy 0.00

**Charge Total: 0.00**

## Payments

Date	Description	Paid by	Payment Type	Status	Amount
2022-11-21		Laura Hack	Mastercard		244.16
2022-11-22		Laura Hack	Mastercard		-244.16

**Payment Total: 0.00**

Amount Due: 0.00  
PAID IN FULL



4110 Gateway Blvd NW  
Edmonton, AB T6J6S7  
780-437-3434

\*\*\*\*Dine In\*\*\*\*

General Manager: Wes R Luchies  
Proudly Served by: Alea C

Guest No.2  
1 Raspberry Lemonade 3.95  
1 Eggplant Parm 18.79  
1 \*Chicken & Gnocchi

ID # 6745 66889 9218

\*\*\*\*\*  
\* Survey - Chance to win one of \*  
\* five \$100 gift cards! \*  
\* \*  
\* Each month we're awarding 5 guests \*  
\* a \$100 restaurant gift card! \*  
\* \*  
\* Visit OLIVEGARDENSURVEY.COM and \*  
\* enter the ID # above \*  
\* \*  
\* NO PURCHASE NECESSARY. Void where \*  
\* prohibited. See Official Rules at \*  
\* OLIVEGARDENSURVEY.COM \*  
\* Disponible en Espanol \*  
\*\*\*\*\*  
(OFFER EXPIRES Nov 27, 2022)

Subtotal 22.74  
GST 1.14

Please pay this amount  
Total 23.88

Add A Gift Card \$

THANKS FOR VISITING US TODAY!

Wes Luchies  
GENERAL MANAGER  
(780) 437-3434

GST Number - 899457675RT

OG#4343  
1 Guests Check# 28844  
Table 26 8:05:25PM 11/20/2022

OLIVE GARDEN 4343  
4110 CALGARY TRAIL NW  
EDMONTON, AB T6J 6Y6

Merchant ID: 000000004251858  
Term ID: 06761255  
Clerk ID: 55  
34000943431

### Purchase

PC Mastercard

XXXXXXXXXXXX

AID: A00000000041010

Entry Method: Waved

Batch#: 002044  
11/20/22 20:05:08

Ref#:00007

Inv #: 001872 Appr Code: 09429E

Amount: \$ 23.88

Tip: \$ 2.12

Total: \$ 26.00

Customer Copy

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

4404 Gateway Blvd

Edmonton, AB

Tel: 780-431-3468

Review Us on TripAdvisor.ca

GST#889835161RT0001

153306 Amila

CHK 4913 TBL 10/8  
GST 1

21 Nov'22 9:06 PM

1 FRIED CHICKEN SANDWICH 19.00

Subtotal: \$19.00

GST % TAX \$0.95

9:06 PM

TOTAL DUE: \$19.95

THANK YOU FOR JOINING US!  
PLEASE COMPLETE FOR ROOM CHARGES

GRATUITY

TOTAL

ROOM NUMBER

PRINT LAST NAME

SIGNATURE

DELTA EDMONTON SOUTH F&B  
4404 GATEWAY BLVD  
EDMONTON, AB T6H5C2  
7804314629

### SALE

Server #: 000001 1  
MD: 6026528  
TID: 014 REF#: 00000037  
Batch #: 325002 RRN: 00000037 2108:27  
11/21/22  
APPR CODE: Proximity \*\*/\*\*  
MASTERCARD \*\*\*\*\*

AMOUNT \$19.95  
TIP \$2.00  
TOTAL \$21.95

APPROVED

PC Mastercard  
AID: A00000000041010  
TVR: 00 00 00 80 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