expense | monthly tracking report

claimant | Hack, Laura position | Trustee level | Board of Trustees reporting period | November 1 to December 31, 2023 date of report | Friday, February 9, 2024



| Description | Date (mm/dd/yyyy) | Details and/or Rationale | Amount (CDN\$) | Category | Expense Type |
|---------------------------|----------------------|---------------------------|----------------|-----------------|---------------------------------|
| ASBA Fall General Meeting | 11/19-21/2023 | ASBA FGM Registration Fee | \$708.75 | working session | conferences & workshops |
| ASBA Fall General Meeting | 11/19-21/2023 | ASBA FGM Accommodation | \$495.20 | travel | BUS accommodation |
| ASBA Fall General Meeting | 11/19-21/2023 | ASBA FGM Meal | \$26.00 | travel | BUS food/non alcoholic beverage |
| ASBA Fall General Meeting | 11/19-21/2023 | ASBA FGM Mileage | \$300.00 | travel | BUS mileage |
| | | | | | |

Calgary Board | 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.

of Education

| Details of Trip Please Print | Date: Nov 23, 2023 |
|---------------------------------------|----------------------------------|
| Trustee's Name Laura Hack, Chair | & Trustee Wards 3 & 4 |
| Purpose of Trip / Name of Conference: | ASBA Fall General Meeting |
| Departure and Return Date Nov 19-21 | , 2023 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 | | |
| Travel Costs | | | | | |
| Airfare | | | | | |
| Insurance | | | | | |
| Rail/Bus | | | | | |
| Taxi/Shuttle Bus/Car Rental at Destination | | | | | |
| Personal Vehicle 600 Km @ 50¢/Km (submit via PeopleSoft) | 300.00 | | 300.00 | | _ |
| Parking – at Destination | | | | | |
| Accommodation | | | | | |
| 2 Nights @ \$ <u>247.60</u> (Single Rate) | 495.20 | | 495.20 | | |
| 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) | | | | | |
| 1 Dinner(s) (Maximum \$26.00 each) | 26.00 | | | 26.00 | |
| Other – Provide Details | | | | | |
| TOTAL COST OF TRIP | 1529.95 | | 1503.95 | | |
| AMOUNT DUE TO CLAIMANT / <cbe< td=""><td>></td><td></td><td></td><td>26.00</td><td></td></cbe<> | > | | | 26.00 | |
| 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 ce

Invoice



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 TO

Calgary Board of Education 1221 - 8 Street SW Calgary, AB T2R OL4

| Date | Invoice # |
|------------|-----------|
| 11/30/2023 | 2023058 |

Terms - Net 30 days

Business No. 10669 4268 RT0001

| Quantity | Item | Description | Net | Amour |
|--|-------------------------|---|----------|--------------------|
| | 000-51000-10 | Registration as attached - ASBA Fall General Meeting | 4,050.00 | 4,050.00 202.50 |
| | 1 | GST on sales | 5.00% | 202.50 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | ls Transfer (EFT) Optio | n: | Subtotal | CAD 4,050.0 |
| k of Nova S eficiary: Al sit #: 1298 | lberta School Boards A | ssociation | GST 5% | CAD 202.5 |
| k #: 002 ount #: 038 | | | Total | CAD 4,252.5 |

Send payment notifications to finance@asba.ab.ca

Alberta School Boards Association Fall General Meeting November 19-21, 2023

| School Board | Acctg Code | First Name | Last Name | Title | Alias Code | Reg Fee | Discount | Total |
|-------------------------------|------------|------------|-------------|-------------|------------|----------|----------|------------|
| Calgary Board of Education | cal02 | Patricia | Bolger | Trustee | | \$675.00 | \$0.00 | \$675.00 |
| Calgary Board of Education | cal02 | Nancy | Close | Trustee | | \$675.00 | \$0.00 | \$675.00 |
| Calgary Board of Education | cal02 | Marilyn | Dennis | President | | \$0.00 | \$0.00 | \$0.00 |
| Calgary Board of Education | cal02 | Dana | Downey | Trustee | | \$675.00 | \$0.00 | \$675.00 |
| Calgary Board of Education | cal02 | Laura | Hack | Board Chair | | \$675.00 | \$0.00 | \$675.00 |
| Calgary Board of Education | cal02 | Charlene | May | Vice-Chair | | \$675.00 | \$0.00 | \$675.00 |
| Calgary Board of Education | cal02 | Susan | Vukadinovic | Trustee | | \$675.00 | \$0.00 | \$675.00 |
| Calgary Board of Education To | tal | | | | | | \$0.00 | \$4,050.00 |

675, "+ 33.75657 = #708.75



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, 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.

| Section 1: Yo | our Employee Information To be con | mpleted by Employee | | | |
|--|---|---|-------------------------------------|---|---------------------|
| Employee ID | :' First Name:* La | ura Last Name:* Hack | , Chai | ir & Trustee Wards | 3 & 4 |
| Section 2: Tr distance of eac | rip Details: To be completed by Employ the trip on a separate row. | oyee Record the date, purpose | e, begin | nning and ending locati | ons, and |
| Date DD-MM-YY | Purpose for Trip | Trip Starts From | Trip | Ends At | Distance in km |
| 19-11-23 | ASBA Fall General Meeting | Calgary | Ed | monton | 300 |
| 21-11-23 | | Edmonton | Ca | lgary | 300 |
| | | | | | |
| | | | | | |
| | | 17 | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | _ | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | _ | | |
| | | | _ | | |
| | | | | | |
| | | | _ | | |
| | | | | | |
| | | | _ | | |
| | | | | | |
| | | | _ | | |
| | | | | | _ |
| The total week | kly km must be entered into the timesh | et in PeopleSoft | Tot | al Kilometres | |
| Section 3: To | o be completed by Employee and App | | | | ed Travel Log |
| Employee | peincoming@westcanadian.com | | | Detricie Miner | |
| Signature:* | | Time Approver Name: | Time Approver Name:* Patricia Minor | | |
| Employee Phone:* | 403-817-7926 | Time Approver Signat | Time Approver Signature:* | | |
| | Time Approver Phone:* | Date DD-MM-YY:* | d | \$ | |
| Date DD-MM-Y | Y: * 403-817-7924 | 20 - De | ec | - 202 3 | |
| management of pe protection provisior | on is collected under the authority of Alberta's <i>Freedor</i> rsonnel and for the delivery of various Human Resour- ns of FOIP. If you have any questions about the FOIP ne information, please contact the Employee Contact (| n of Information and Protection of Privac ces programs at the Calgary Board of Ec Act, please access http://www.cbe.ab.ca | y Act (FC | DIP). This information will be in It will be treated in accordance | ce with the privacy |

Kilometre Travel Log Revision Date: 2013/03/14

The Westin Edmonton 10135 100 St Edmonton, AB T5J 0N7 Canada Tel: 780-426-3636 Fax: 780-428-1454

Laura Hack

WESTIN® HOTELS & RESORTS

| Page Number | : | 1 | Invoice Nbr |
|---------------------|------|-----------|-------------|
| Guest Number | : | 1516322 | |
| Folio ID | : | Α | |
| Arrive Date | : | 19-NOV-23 | 16:04 |
| Depart Date | : | 21-NOV-23 | 07:16 |
| No. Of Guest | : | 1 | |
| Room Number | : | | |
| Marriott Bonvoy Num | ber: | 5041 | |

Copy Tax Invoice

Tax ID : 777689332RT0001

The Westin Edm YEGWI NOV-21-2023 07:20 RCAST577

| Date | Reference | Description | Charges (CAD) Credits (CAD) | Ï |
|-----------|-----------|----------------------------|-----------------------------|---|
| 19-NOV-23 | RT948 | Rocm Chrg - Govt./Military | 185.00 | |
| 19-NOV-23 | RT948 | GST | 9.53 | |
| 19-NOV-23 | RT948 | DMF | 5.55 | |
| 19-NOV-23 | RT948 | Tour Levy | 7.62 | |
| 19-NOV-23 | RT948 | Parking Self | 38.00 | |
| 19-NOV-23 | RT948 | GST | 1.90 | |
| 20-NOV-23 | RT948 | Room Chrg - Govt./Military | 185.00 | |
| 20-NOV-23 | RT948 | GST | 9.53 | |
| 20-NOV-23 | RT948 | DMF | 5.55 | |
| 20-NOV-23 | RT948 | Tour Levy | 7.62 | |
| 20-NOV-23 | RT948 | Parking Self | 38.00 | |
| 20-NOV-23 | RT948 | GST | 1.90 | |
| 21-NOV-23 | MC | Mastercard-9531 | -495.20 | |
| | | | | |
| | | | 405 20 405 20 | |
| | | ** Total | 495.20 -495.20 | |
| | | *** Balance | 0.00 | |

Stay well, no matter where you travel. Reconnect with your well-being and find your next destination at westin.com.

Continued on the next page

The Westin Edmonton 10135 100 St Edmonton, AB T5J 0N7 Canada Tel: 780-426-3636 Fax: 780-428-1454

Laura Hack



ч. Т., Аз

| Page Number | : | 2 | Invoice Nbr |
|---------------------|------|-----------|-------------|
| Guest Number | : | 1516322 | |
| Folio ID | : | А | |
| Arrive Date | : | 19-NOV-23 | 16:04 |
| Depart Date | : | 21-NOV-23 | 07:16 |
| No. Of Guest | : | 1 | |
| Room Number | : | | |
| Marriott Bonvoy Num | ber: | | |

Tell us about your stay. www.westin.com/reviews

EXPENSE SUMMARY REPORT

Currency: CAD

| Date | Room | GST | Tour Levy | Food\Bev | Phone | Other | Total | Payment |
|------------|--------|-------|-----------|----------|-------|-------|--------|---------|
| 11-19-2023 | 185.00 | 9.53 | 7.62 | 0.00 | 0.00 | 45.45 | 247.60 | 0.00 |
| 11-20-2023 | 185.00 | 9.53 | 7.62 | 0.00 | 0.00 | 45.45 | 247.60 | 0.00 |
| 11-21-2023 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | -495.20 |
| | | | | | | | | |
| Total | 370.00 | 19.06 | 15.24 | 0.00 | 0.00 | 90.90 | 495.20 | -495.20 |

Bring the Westin experience home. Shop WestinStore.com.

| CRAFT BEER MARKET 10013 101A Avenue Edmonton AB T5J 0C3 780-424-2337 | CHELK # JZ7505 TIME | |
|--|---------------------|---------------|
| ** TRANSACTION RECORD ** Tran. #: 628 Lookup #: 0062859212600 RVC: LOUNGE | LOUNGE : Ella B | |
| Table #: 115 Check #: 327909 Group #: 1 | SEAT# ITEMS ORDERED | AMOUNT |
| Employee #: 136 Employee: Ella B | 2 KUNG PAO CHKN | 22.00 |
| Visa Purchase xxxxxxxxxx5921 P AID: A0000000031010 | SUBTOTAL GST | 22.00 1.10 |
| App Name: VISA CREDIT | | 23.10 |
| Amount \$23.10 Tip \$2.90 | TOTAL | 23.10 |
| =============== | ****** | ***** |
| TOTAL CAD\$26.00 | SUBTOTAL | 22.00 |
| APPROVED 012821 00-001 (001) 012821 CBEDCS16 | GST | 1.10 |
| 623001001016 11/20/2023 8:30:42 PM | TOTAL DUE | 23.10 |
| TTQ: 32A04000 TSI: 0000 | TUTAL | |
| No signature required | | 1 |
| Customer Copy | # OF GUES | TS 1 |
| THANK | | |

THANK YOU Come Again

www.CRAFTBeerMarket.ca 780.424.BEER

GST# 843991241

1 2

Please scan the code below to pay.

