## 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>&gt;</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



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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

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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.

