

expense | monthly tracking report

claimant | Pritchard, Lori

position | Education Director

level | Director

reporting period | January 1 to February 29, 2020

date of report | April 9, 2020



**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Braided Journey's Indigenous meeting in Edmonton	1/22/2020	grocery gift cards for vulnerable students	\$100.00	travel	gifts & cultural exchange
Braided Journey's Indigenous meeting in Edmonton	1/24/2020	Accommodation	\$144.82	travel	BUS accommodation
Braided Journey's Indigenous meeting in Edmonton	1/23/2020	Meals	\$13.02	travel	BUS food/non alcoholic beverage
Braided Journey's Indigenous meeting in Edmonton	1/24/2020	Meals	\$9.32	travel	BUS food/non alcoholic beverage



Travel & Subsistence Expense Report

Must be completed upon return from every business trip for reporting purposes and any out of pocket expenditures.

Return completed form to Accounts Payable, Education Centre

Details of Trip | Please Print Date: Jan 23, 2020
 Employee's Name Lon Pritchard Vendor #: _____
 School / Department to mail cheque to _____
 Purpose of Trip / Name of Conference Budget Journeys
 Departure and Return Dates Jan 23-24, 2020 Destination: London, ON

Description of Expenses (Please attach receipts)	Total Cost (Canadian Dollars)	Exchange Rate <small>(for information purposes)</small>	Amount Paid by CBE <small>Invoice/P-Card/ Amex/ Payroll for Mileage (including GST)</small>	Amount Paid by Claimant <small>For Out of Pocket Expenditures (including GST)</small>	Alias to be charged for Claimant's Expenses
Registration/Conference Fees					
Travel Costs					
▪ Airfare (including trip cancellation insurance)					
▪ Rail/Bus					
▪ Taxi/Shuttle Bus/Car Rental in Calgary					
▪ Taxi/Shuttle Bus/Car Rental at Destination					
▪ Personal Vehicle _____ km @ 50¢/km (submit on Km Payment Form to Payroll)					Send original to Payroll for payment
Accommodations at Single Rate					
\$ <u>129.82</u> @ <u>1</u> Nights	<u>144.82</u>		<u>144.82</u>		
Meals (including tips) (excluding meals covered by Conference or Others)					
▪ Breakfast _____ @ \$12.00					
▪ Lunch _____ @ \$17.00					
▪ Dinner _____ @ \$26.00					
▪ Or Actual Expense	<u>22.34</u>		<u>22.34</u>		
Telecommunication Charges (Internet, phone calls)					
Parking – in Calgary					
Parking – at Destination					
Other – Provide Details	<u>100.00</u>		<u>100.00</u>		
TOTAL COST OF TRIP					
CASH ADVANCE IF ANY-Ref # _____					
AMOUNT DUE TO (OWING BY) CLAIMANT					
GST Breakout Area	<u>7.70</u>				

I certify that the above claim is correct:

original signed by L. Pritchard

original signed by D. Yee

Claimant's Signature

Approved by Superordinate

NOTE | Copies of amounts paid through the P-Card, Amex Card, Invoices and Mileage Claim Forms must also be attached to this claim, in addition to items claimed for all Out of Pocket Expenses.

From: Yee, Dianne
 Sent: January 23, 2020 9:03 PM
 To: Pritchard, Lori
 Subject: RE: request | purchase gift cards for Edmonton trip

Good Evening Lori,
 Yes, I approve the 100\$ for gift cards. I hope things are going well.
 Dianne

Dianne Yee

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Please consider the environment before printing this e-mail

From: Pritchard, Lori
 Sent: January 23, 2020 9:01 PM
 To: Yee, Dianne
 Subject: request | purchase gift cards for Edmonton trip

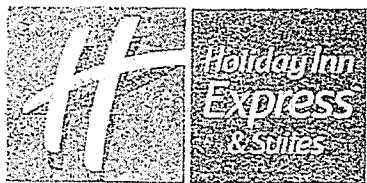
Hey Dianne.

Purchasing has asked that I get confirmation from you that it is ok to purchase \$100 in gift cards for our Edmonton trip. They would like me to attach the email from you giving approval to do so. Do you approve?

SAFEWAY
 Gift cards for student emergency
 Safeway HomeLife
 5607 4 Street NW Calgary AB T2C 0A1
 Phone: 403.730.4955
 GST# R95583438R10001
 for food.

Served by: Carolina B

GIFT CARD	AMOUNT	APPROVAL CODE	APPROVAL CODE	APPROVAL CODE	APPROVAL CODE
Comp Gift Card Var	\$20.00				
Comp Gift Card Var	\$20.00				
Comp Gift Card Var	\$20.00				
Comp Gift Card Var	\$20.00				
Comp Gift Card Var	\$20.00				
SUBTOTAL	\$100.00				
TOTAL TAX	\$0.00				
TOTAL	\$100.00				
MasterCard	\$100.00				
Cash	\$0.00				
NUMBER OF ITEMS	5				
Gift Card Purchase Amount	\$20.00				
Acct. RMB0					
Approval Code:					
Gift Card Balance	\$20.00				
Gift Card Purchase Amount	\$20.00				
Acct. RMB0					
Approval Code:					
Gift Card Balance	\$20.00				
Gift Card Purchase Amount	\$20.00				
Acct. RMB0					
Approval Code:					
Gift Card Balance	\$20.00				
Gift Card Purchase Amount	\$20.00				
Acct. RMB0					
Approval Code:					
Gift Card Balance	\$20.00				
MERCHANT	22866122				
MERCH ID	C				
aa Purchase	\$ 100.00				
CARD	RCPT 9/3706				
NO. AA	RESP 001				
DATE 01/22/2020	TIME 17:48:11				
AUTH #	REF# 001404014				
APPL. MasterCard					



01-24-20

Lori Pritchard	Folio No. :	Room No. :
Canada	A/R Number :	Arrival : 01-23-20
	Group Code :	Departure : 01-24-20
	Company : Business	Conf. No. :
	Membership No. :	Rate Code : IDUWG
	Invoice No. :	Page No. : 1 of 1
	Ref.No. :	

Date	Description	Charges	Credits
01-23-20	*Accommodation	129.00	
01-23-20	*GST	6.64	
01-23-20	DMF	3.87	
01-23-20	*AB Tourism Levy	5.31	
01-24-20	MasterCard		144.82
Total		144.82	144.82
Balance		0.00	

Tax Summary	
*GST	6.64
*AB Tourism Levy	5.31
DMF	3.87
	0.00

Guest Signature: _____
 I have received the goods and / or services in the amount shown heron. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

Indigenous Education meeting in Edmonton re: increasing graduation rates - hotel room shared with colleague (included breakfast x2 and free parking)

Federacion Educativa Mtg.
MAMA BRAVAN *Edmundo*
PIZZA & DONAIR

(Lunch)
on phone

01/23/2020 12:43PM 01
000000#5316 CLERK01

DONAIR	T4 \$9.90
DRINKS	T4 \$2.50
MDSE ST	\$12.40
GST	\$0.62

ITEMS	20
CASH	\$13.02

Indigenous Ed. Meeting in
Edmonton
DONUT MILL *Lunch on*
123 LEVA AVE RED DEER *Place*
403-347-8904
GST# R136187051

#070690 3 TERMINAL 1 24/01/20 14:47:15

-----FOOD-----
DONUT (1) \$1.89
Any Sandwich (1) \$6.99
Sub-Total \$8.88
GST \$0.44

TOTAL \$9.32

DEBIT/CREDIT \$9.32
THANK YOU
PLEASE COME AGAIN