

expense | monthly tracking report

claimant | Westcott, Shane

position | Director, Service Transformation

level | Director

reporting period | July 1 to August 31, 2022

date of report | October 7, 2022



Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
A Guide to the Project Management	07/22/22	resource book	\$47.00	other disclosed	PD general
Meeting with Alberta Education, Edmonton, AB	08/31/22	car rental	\$425.88	travel	BUS mileage
Meeting with Alberta Education, Edmonton, AB	08/31/22	parking at venue	\$22.50	travel	BUS general
Meeting with Alberta Education, Edmonton, AB	08/31/22	meal	\$17.00	travel	BUS general
Meeting with Alberta Education, Edmonton, AB	08/31/22	fuel for rental car	\$55.07	travel	BUS general
Meeting with Alberta Education, Edmonton, AB	08/31/22	fuel for rental car	\$24.24	travel	BUS general



Final Details for Order #701-1383913-7889055

[Print this page for your records.](#)

Order Placed: July 22, 2022
Amazon.ca order number:
Order Total: CDN\$ 49.35

Shipped on July 22, 2022

Items Ordered	Price
1 of: <i>A Guide to the Project Management Body of Knowledge (PMBOK® Guide) – Seventh Edition and The Standard for Project Management (ENGLISH)</i> , Project Management Institute	CDN\$ 47.00
Sold by: AtPar Store (seller profile)	
Manufacturer: Project Management Institute	
Condition: New	

Shipping Address:

Shane Westcott

Canada

Shipping Speed:

Expedited Delivery

Payment information

Payment Method:

MasterCard |

Billing Address:

Shane Westcott

Canada

Item(s) Subtotal:	CDN\$ 47.00
Shipping & Handling:	CDN\$ 6.99
FREE Shipping:	-CDN\$ 6.99

Total before tax:	CDN\$ 47.00
Estimated GST/HST:	CDN\$ 2.35
Estimated PST/RST/QST:	CDN\$ 0.00

Grand Total:	CDN\$ 49.35

Credit Card transactions

: July 22, 2022: CDN\$ 49.35

To view the status of your order, return to [Order Summary](#)

Please note: This is not a VAT invoice.



Must be completed upon return from every business trip for reporting purposes and any out of pocket expenditures. Return completed to Accounts Payable (CBEAccountsPayable@cbe.ab.ca) with a copy of your approved *Travel Within Alberta* form.

Details of Trip Please Print	Date: <u>October 3, 2022</u>
Employee's Name <u>Shane Westcott</u>	Vendor #: _____
School / Department to mail cheque to <u>Service Transformation - 4th Floor, Education Centre</u>	
Purpose of Trip / Name of Conference <u>Alberta Education Meetings</u>	
Departure and Return Dates <u>August 31, 2022</u> Destination: <u>Edmonton, Alberta</u>	

Description of Expenses (Please attach receipts)	Total Cost (Canadian Dollars)	Exchange Rate (for information purposes)	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	425.88		425.88		
▪ Personal Vehicle _____ km @ 51¢/km (submit on Km Payment Form to Payroll)					Send original to Payroll for payment
Accommodations at Single Rate					
\$ _____ @ _____ Nights					
Meals (including tips) (excluding meals covered by Conference or Others)					
▪ Breakfast _____ @ \$12.00					
▪ Lunch 1 @ \$17.00	17.00		0	17.00	
▪ Dinner _____ @ \$26.00					
▪ Or Actual Expense _____					
Telecommunication Charges (Internet, phone calls)					
Parking – in Calgary					
Parking – at Destination	22.50			22.50	
Other – Provide Details					
Fuel for rental car	55.07				
Fuel for rental car	24.24			79.31	
TOTAL COST OF TRIP	\$544.69				
CASH ADVANCE IF ANY –Ref # _____					
AMOUNT DUE TO (OWING BY) CLAIMANT				\$118.81	
GST Breakout Area					

I certify that the above claim is correct:

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.

August 31, 2022
Meeting with Alberta Education
Edmonton, AB

Rental Car \$425.88

RESERVATION CONFIRMATION

AVIS

Pick-Up
Calgary - 9th Avenue, 550
Tue, Aug 30, 12:00 PM

Return
Calgary - 9th Avenue, 550
Thu, Sep 01, 12:00 PM

YOUR CAR

Standard

Hyundai Sonata or similar
Automatic Transmission



Estimated Total (CAD)	CS425.89
Amount Prepaid (CAD)	-425.88
<hr/>	
Base Rate	CS341.15
for 2 day(s)	
AWD savings applied	
Kilometers	Unlimited
Rental Options	CS60.00
Equipment & Services	CS0.00
Protections & Coverages	CS60.00
Cover The Car (LDW)	60.00
Discount Codes	
Coupon:NA	
AWD: D490000	
Rate Code: 2A	
Fees & Taxes	CS24.74
Energy Recovery Fee-0.98/day	1.96
Vehicle License Fee/AC Recovery Fee-1.25/day	2.50
Total Tax	20.28

Rate Terms & Conditions

These rate terms apply for this specific rental.

If for any reason you change your rental parameters (pick up dates, times, etc.), those changes must follow these terms or your rate will also change.

August 31, 2022
Meeting with Alberta Education
Edmonton, AB

Parking at destination \$22.50



August 31, 2022
Meeting with Alberta Education
Edmonton, AB

Fuel for Rental Car \$55.07

PETROCAN-148 LEVA AVE

55.07

 Pay with Points

 Split with Friends

Transaction Details

Transaction Date

Aug 31, 2022

Posted Date

Sep 1, 2022

Payment Method

Tap

Merchant Info

RED DEER, AB

August 31, 2022
Meeting with Alberta Education
Edmonton, AB

Fuel for Rental Car \$24.24

PETRO-CANADA
1010 STRATHCONA DR
CALGARY
ALBERTA
T3H2A4
(403)-686-0440

GST #: 809568272
PC587901: 023776401
PAYPOINT: 023776401
TERMINAL: 023776457
INVOICE NO: 950426

2022-09-01 10:30

PUMP 7
REGULAR
16.725L AT \$1.479/L

FUEL SALES \$ 24.74
RBC 3 CPL \$-0.50

GST INCLUDED \$1.15

TOTAL \$24.24

UISA \$24.24

TYPE: PURCHASE

UISA

UISA CREDIT