

expense | monthly tracking report

claimant | Cooper, Lori
position | Education Director
level | Director
reporting period | May 1 to June 30, 2022
date of report |



**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
College of Alberta School Education Director (CASS)	05/13/2022	College of Alberta Schools (CASS) Zone 5 Meeting, Airdrie AB	\$50.00	travel	BUS mileage



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: <u>June 2, 2022</u>
Employee's Name <u>Lori Cooper</u>	Vendor #: _____
School / Department to mail cheque to <u>Area 7/ Core Curriculum & Assessment K-12</u>	
Purpose of Trip / Name of Conference <u>CASS Zone 5 Meeting</u>	
Departure and Return Dates <u>Friday, May 13, 2022</u>	Destination: <u>Rockyview Schools (Airdire, 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					
▪ Personal Vehicle <u>100</u> km @ 50¢/km (submit on Km Payment Form to Payroll)	50.00			50.00	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 _____ @ \$17.00					
▪ Dinner _____ @ \$26.00					
▪ Or Actual Expense					
Telecommunication Charges (Internet, phone calls)					
Parking – in Calgary					
Parking – at Destination					
Other – Provide Details					
TOTAL COST OF TRIP	50.00				
CASH ADVANCE IF ANY–Ref # _____					
AMOUNT DUE TO (OWING BY) CLAIMANT				50.00	
GST Breakout Area					

I certify _____ 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.



**Calgary Board
of Education**

Authorization for travel within Alberta

Name of employee: Cooper, Lori M

Position: Education Director

School or department: Office of the Director - Area 7

Name of Event/Conference: CASS Zone 5 Meeting

Purpose of travel/name of conference: Participant

Location(s) travelled to: Airdire

Departure date: 5/13/2022

Return date: 5/13/2022

Estimated total cost of travel: \$ 50.00

Specified Expenses

Mileage

Budget to be charged/source of funding: K-12 Core Curriculum & Assessment (Fees/Travel/PD)

Additional Supporting Information

Approver: Pitman, Joanne L

Request Status: Approved

Comments:

Request Audit Log:

5/3/2022 10:17:59 AM - Request Created by Cooper, Lori M

5/3/2022 10:20:32 AM - Request Saved by Cooper, Lori M

5/3/2022 10:20:43 AM - Request Submitted by Cooper, Lori M

5/3/2022 6:07:43 PM - Request Approved by Pitman, Joanne L

This form is for reference only, it does not constitute a corporate record.

