

expense | monthly tracking report

claimant | Dyck, David

position | Education Director

level | Director

reporting period | May 1, 2022 to June 30, 2022

date of report | Thursday, June 30, 2022



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	\$35.00	travel	BUS mileage
Cell phone	5/16/2022	Monthly Service Plan	\$49.09	other disclosed	telecom/cell phone
Cell phone	6/16/2022	Monthly Service Plan	\$49.09	other disclosed	telecom/cell phone



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 5, 2022</u>
Employee's Name <u>David Dyck</u>	Vendor #: _____	
School / Department to mail cheque to <u>School Improvement - Area 7 Office</u>		
Purpose of Trip / Name of Conference <u>Regular Zone meeting / CASS Zone 5 meeting</u>		
Departure and Return Dates <u>May 13, 2022</u>	Destination: <u>Airdrie, AB</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>70</u> km @ 50¢/km <u>35</u> (submit on Km Payment Form to Payroll)	\$35.00				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					
CASH ADVANCE IF ANY–Ref # _____					
AMOUNT DUE TO (OWING BY) CLAIMANT					
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.



**Calgary Board
of Education**

Authorization for travel within Alberta

Name of employee: Dyck, David G

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: Airdrie, AB

Departure date: 5/13/2022

Return date: 5/13/2022

Estimated total cost of travel: \$ 35.00

Specified Expenses

mileage

Budget to be charged/source of funding: CBE mileage account

Additional Supporting Information

Looking forward to connecting with colleagues and the new curriculum; being aware of additional updates/information

Approver: Pitman, Joanne L

Request Status: Approved

Comments:

Request Audit Log:

5/12/2022 7:27:56 AM - Request Created by Dyck, David G

5/12/2022 7:39:09 AM - Request Saved by Dyck, David G

5/12/2022 7:39:13 AM - Request Submitted by Dyck, David G

5/12/2022 7:40:03 AM - Request Approved by Pitman, Joanne L

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



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, and 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: Your Employee Information				<i>To be completed by Employee</i>
Employee ID:*	First Name:* David	Last Name:* Dyck		
Section 2: Trip Details:				<i>To be completed by Employee</i>
Record the date, purpose, beginning and ending locations, and distance of each trip on a separate row.				
Date DD-MM-YY	Purpose for Trip	Trip Starts From	Trip Ends At	Distance in km
13/5/22	CASS Zone 5 Meeting	Area 7	RVS Ed Centre, Airdrie > Area 7	47 35
13/5/22	CASS Zone 5 Meeting	Area 7	RVS Ed Centre, Airdrie > Area 7	47 35
The total weekly km must be entered into the timesheet in PeopleSoft.			Total Kilometres	94 70
PeopleSoft Time Approver				
Combo Code entered into PeopleSoft				
Section 3:				<i>To be completed by Employee and Approver</i>
The approver must create a PDF copy of the completed Travel Log and send to: cbeincoming@westcanadian.com				
Employee Signature:*		Time Approver Name:*	Joanne Pitman	
Employee Phone:*		Time Approver Signature:*		
Date DD-MM-YY:*	May 31 22	Time Approver Phone:*	Date DD-MM-YY:*	May 31 22
Personal information is collected under the authority of Alberta's <i>Freedom of Information and Protection of Privacy Act (FOIP)</i> . This information will be used for the management of personnel and for the delivery of various Human Resources programs at the Calgary Board of Education. It will be treated in accordance with the privacy protection provisions of FOIP. If you have any questions about the FOIP Act, please access http://www.cba.ab.ca/legal/foip . If you have any questions about this form and/or the use of the information, please contact the Employee Contact Centre at 403-817-7333.				



Wireless

DAVID DYCK |

Monthly charges		\$
Flex Int'l SMS Roaming	Apr 17 - May 16	0.00
Flex Zone 1 Voice Roaming	Apr 17 - May 16	0.00
Corp Share: 3GB Pooled	May 17 - Jun 16	55.00
Savings: Monthly Service Fee	May 17 - Jun 16	-8.25
Unltd US/INT MSG & Untld US LD	May 17 - Jun 16	0.00
Unltd Text/Pic/Video Messages	May 17 - Jun 16	0.00
Call Display w/Name Display	May 17 - Jun 16	0.00
Enhanced Voicemail	May 17 - Jun 16	0.00

Total monthly charges **46.75**

Usage Summary Ending May 16, 2022

Usage type	Used	\$
Voice	Incoming Inter Company Calls	141:00 min:sec ✓
	Unlimited Anytime Minutes	1420:00 min:sec ✓
Data (S)	3GB Pooled Data - Included	564.69 MB ✓
Msg	Messaging Bundle - Incl - Rcvd	595 msgs ✓
	Messaging Bundle - Incl - Sent	824 msgs ✓
Text Msg	Canada to/from US or Intl - Incl - Sent	1 msg ✓
MMS	US/Int'l Picture & Video - Incl - Sent	4 msgs ✓

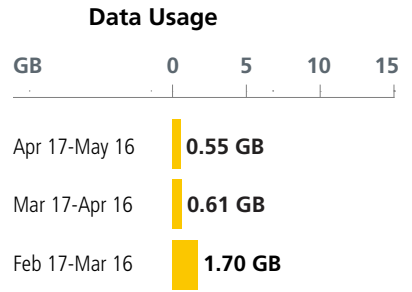
Total used **0.00**

Total before taxes **46.75**

GST: 815781448 2.34

Total for Wireless **\$49.09**

Wireless savings \$8.25



Legend: (S) Shared Services | ✓ No charge

Unless otherwise stated, all voice minutes, messages and wireless internet details set out above and/or in your agreement refer to usage on our network (i.e. within Canada and to a Canadian number, as applicable).

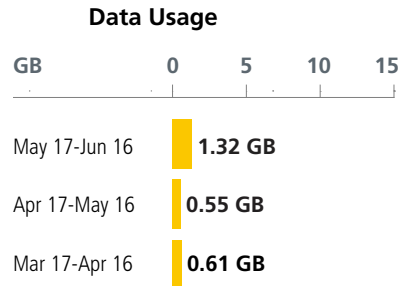
Wireless

DAVID DYCK |

Monthly charges		\$
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Corp Share: 3GB Pooled	Jun 17 - Jul 16	55.00
Savings: Monthly Service Fee	Jun 17 - Jul 16	-8.25
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Unltd Text/Pic/Video Messages	Jun 17 - Jul 16	0.00
Call Display w/Name Display	Jun 17 - Jul 16	0.00
Enhanced Voicemail	Jun 17 - Jul 16	0.00
Total monthly charges		46.75

Wireless savings \$8.25

Usage Summary		Ending Jun 16, 2022
Usage type	Used	\$
Voice	Incoming Inter Company Calls	71:00 min:sec ✔
	Unlimited Anytime Minutes	1245:00 min:sec ✔
Data (S)	3GB Pooled Data - Included	1.32 GB ✔
Msg	Messaging Bundle - Incl - Rcvd	477 msgs ✔
	Messaging Bundle - Incl - Sent	647 msgs ✔
Text Msg	Canada to/from US or Intl - Incl - Sent	7 msgs ✔
MMS	US/Int'l Picture & Video - Incl - Sent	2 msgs ✔
Total used		0.00
Total before taxes		46.75
GST: 815781448		2.34
Total for Wireless		\$49.09



Legend: (S) Shared Services | ✔ No charge

Unless otherwise stated, all voice minutes, messages and wireless internet details set out above and/or in your agreement refer to usage on our network (i.e. within Canada and to a Canadian number, as applicable).