

expense | monthly tracking report

claimant | Pritchard, Lori
position | Education Director
level | Director
reporting period | July 1 to August 31, 2022
date of report | Friday, October 7, 2022



**Calgary Board
of Education**

| Description | Date (mm/dd/yyyy) | Details and/or Rationale | Amount (CDN\$) | Category | Expense Type |
|-------------------------------------|----------------------|------------------------------------|----------------|-----------------|-------------------------------|
| The First Nations Governance Centre | 07/07/2022 | Summer course | \$261.45 | other disclosed | PD course or registration fee |
| Cell phone | 07/16/2022 | Service fee | \$77.61 | other disclosed | telecom/cell phone |
| Mileage | 08/10/2022 | Off-Site Plante Youth Sibbald Lake | \$40.00 | other disclosed | BUS mileage |
| Cell phone | 08/16/2022 | Service fee | \$33.68 | other disclosed | telecom/cell phone |

From: Pritchard, Lori A
Sent: Thursday, July 7, 2022 1:20 PM
To:
Subject: FW: [EXTERNAL] Your The First Nations Information Governance Centre receipt

Here is a copy of my receipt for a course that I am taking this summer. Please load into Pcard when you return from you amazing summer.

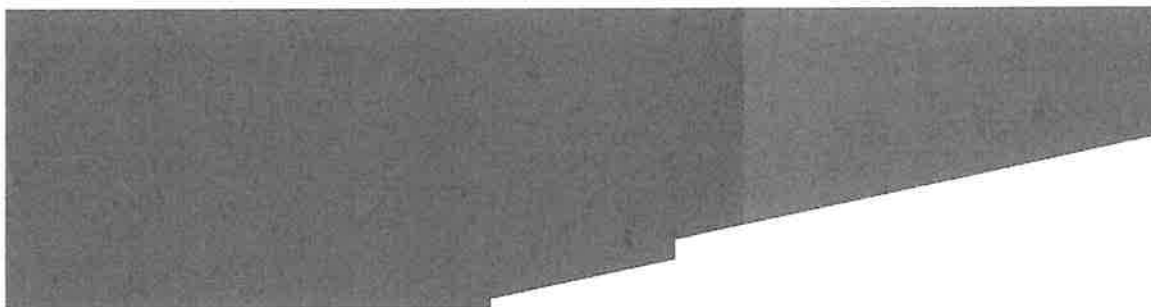
Thanks.

Lori Pritchard
Education Director, Indigenous Education
School Improvement
Calgary Board of Education | cbe.ab.ca
t | 403

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From: The First Nations Information Governance Centre
Sent: Thursday, July 7, 2022 1:15 PM
To: Pritchard, Lori A
Subject: [EXTERNAL] Your The First Nations Information Governance Centre receipt

CAUTION: This email originated from outside of the Calgary Board of Education. Do not click links or open attachments unless you recognize the sender and know the content is safe.



Receipt from The First Nations Information Governance Centre

Receipt

AMOUNT PAID
C\$261.45

DATE PAID
7/7/22, 3:14 PM

PAYMENT METHOD

SUMMARY



Invoice Summary July 2022



Service ID:

Subscriber: LORI PRITCHARD

Account Detail

Assignment: Lori Pritchard
Account No.:

Contract Detail \$ 45.42

Contract Name: 3GB Pooled Voice & D

Options Charges \$ 25.00

| | |
|------------------------------|---------|
| 3 GB Pool Data | \$ 0.00 |
| Unlimited Nationwide Calling | \$ 0.00 |
| Unlimited Nationwide SMS/MMS | \$ 0.00 |
| Visual Voicemail (iOS) | \$ 0.00 |
| Call Waiting | \$ 0.00 |
| Name Display | \$ 0.00 |
| 2500 Call Forwarding Minutes | \$ 0.00 |
| Group Calling | \$ 0.00 |

Voice Charges \$ 0.00

| | |
|--------------------------------|------------|
| Charges for Additional Minutes | \$ 0.00 |
| Peak Minutes | 497.00 min |
| Off Peak Minutes | 42.00 min |
| Total Airtime Minutes | 566.00 min |

Data Charges \$ 0.00

| | | |
|------------------|-------------|---------|
| Data Volume (MB) | 718.1257 MB | \$ 0.00 |
| Browser Charge | 0.00 min | \$ 0.00 |

Text Messages \$ 5.00

Text Messages: \$ 5.00

Long Distance Charges \$ 0.00

Long Distance Charges: \$ 0.00

Roaming Charges \$ 0.00

| | | |
|---------------|------------|---------|
| Voice Charges | 0.00 min | \$ 0.00 |
| Data Charges | 40.9300 MB | \$ 0.00 |

Other Fees \$ 0.00

| | |
|---------------------|---------|
| 411 Service | \$ 0.00 |
| Monthly Access Fees | \$ 0.00 |
| Discount | \$ 0.00 |

Other Charges and Credits \$ -1.50

Other Charges and Credits: \$ -1.50

Taxes \$ 3.69

GST: \$ 3.69

Total \$ 77.61



Calgary Board of Education

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. **Subs and Casuels:** Refer to [Substitute Teacher/Casual Employee Travel Log](#)

Section 1: Your Employee Information To be completed by Employee

| | | |
|----------------------|--------------------------|------------------------------|
| Employee ID:* | First Name:* Lori | Last Name:* Pritchard |
|----------------------|--------------------------|------------------------------|

Section 2: Trip Details: To be completed by Employee

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 |
|------------------|------------------|------------------|------------------|----------------|
| 10-08-2022 | Planet Youth | Calgary | Sibbald Lake, AB | 80 |
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The total weekly km must be entered into the timesheet in PeopleSoft. **Total Kilometres** 80

PeopleSoft Time Approver

Combo Code entered into PeopleSoft

Section 3: To be completed by Employee and Approver
 The approver must create a PDF copy of the completed Travel Log and send to: cbeincoming@wcdconnect.com

| | |
|-------------------------------------|--|
| Employee Signature:* | Time Approver Name:* Andrea Holowka |
| Employee Phone:* | Time Approver Signature:* |
| Date DD-MM-YY: * 19-Sep-2022 | Time Approver Phone:* |
| | Date DD-MM-YY:* |

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Invoice Summary August 2022



Service ID: 10000000000000000000

Subscriber: LORI PRITCHARD

Account Detail

Assignment: Lori Pritchard
Account No.:

Contract Detail

\$ 44.00

Contract Name: 3GB Pooled Voice & D

Options Charges

\$ 0.00

| | |
|------------------------------|---------|
| 3 GB Pool Data | \$ 0.00 |
| Unlimited Nationwide Calling | \$ 0.00 |
| Unlimited Nationwide SMS/MMS | \$ 0.00 |
| Visual Voicemail (iOS) | \$ 0.00 |
| Call Waiting | \$ 0.00 |
| Name Display | \$ 0.00 |
| 2500 Call Forwarding Minutes | \$ 0.00 |
| Group Calling | \$ 0.00 |

Voice Charges

\$ 0.00

| | |
|--------------------------------|------------|
| Charges for Additional Minutes | \$ 0.00 |
| Peak Minutes | 534:00 min |
| Off Peak Minutes | 96:00 min |
| Total Airtime Minutes | 630:00 min |

Data Charges

\$ 0.00

| | | |
|------------------|-------------|---------|
| Data Volume (MB) | 659,8457 MB | \$ 0.00 |
| Browser Charge | 0:00 min | \$ 0.00 |

Text Messages

\$ 0.00

Text Messages: \$ 0.00

Long Distance Charges

\$ 0.00

Long Distance Charges: \$ 0.00

Roaming Charges

\$ 0.00

| | | |
|---------------|-----------|---------|
| Voice Charges | 0:00 min | \$ 0.00 |
| Data Charges | 0.0000 MB | \$ 0.00 |

Other Fees

\$ 0.00

| | |
|---------------------|---------|
| 411 Service | \$ 0.00 |
| Monthly Access Fees | \$ 0.00 |
| Discount | \$ 0.00 |

Other Charges and Credits

\$ -11.92

Other Charges and Credits: \$ -11.92

Taxes

\$ 1.60

GST: \$ 1.60

Total: \$ 33.68