

expense | monthly tracking report

claimant | Ard, Ann

position | Education Director

level | Director

reporting period | March 1 to April 30, 2023

date of report | Friday, June 9, 2023



**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Cell Phone	03/15/23	Monthly Bill	\$108.68	other disclosed	telecom/cell phone
Cell Phone	04/15/23	Monthly Bill	\$61.90	other disclosed	telecom/cell phone
College of Alberta School Superintendents (CASS)	02/26/23	Registration	\$635.00	travel	PD course or registration fee
College of Alberta School Superintendents (CASS)	03/24/23	Hotel	\$705.23	travel	PD accommodation
College of Alberta School Superintendents (CASS)	03/24/23	Mileage to Edmonton and Return	\$326.50	travel	PD mileage
Curriculum Leader Connections Meeting	03/21/23	Hotel	\$151.51	travel	PD accommodation
College of Alberta School Superintendents (CASS)	03/24/2023	Meals - Per Diem	\$133.00	travel	PD food/non alcoholic beverage

Subscriber:ANN ARD

Account Detail

Assignment Ann Ard

Contract Detail

\$ 30.00

Contract Name	3GB Pooled Voice & D
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Options Charges

\$ 73.50

Calgary BoE Cimpl Bundle	\$ 3.50
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Voice Charges

\$ 0.00

Charges for Additional Minutes	\$ 0.00
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Peak Minutes 280:00 min

Off Peak Minutes 24:00 min

Total Airtime Minutes	356:00 min
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Data Charges

\$ 0.00

Data Volume (MB)	6673.4605 MB	\$ 0.00
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Browser Charge	0:00 min	\$ 0.00
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Text Messages

\$ 0.00

Text Messages 319 msg \$ 0.00

Long Distance Charges

\$ 0.00

Long Distance Charges	2:00 min	\$ 0.00
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Roaming Charges

\$ 0.00

Voice Charges	2:00 min	\$ 0.00
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Data Charges	547.3500 MB	\$ 0.00
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Other Fees

\$ 0.00

411 Service	\$ 0.00
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Monthly Access Fees	\$ 0.00
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Discount	\$ 0.00
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Other Charges and Credits

\$ 0.00

Other Charges and Credits	\$ 0.00
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Taxes

\$ 5.18

GST	\$ 5.18
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Total	\$ 108.68
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Subscriber:ANN ARD

Account Detail

Assignment Ann Ard

Contract Detail**\$ 30.00**

Contract Name 3GB Pooled Voice & D

Options Charges**\$ 28.50**

Calgary BoE Cimpl Bundle \$ 3.50

Voice Charges**\$ 0.00**

Charges for Additional Minutes \$ 0.00

Peak Minutes 291:00 min

Off Peak Minutes 148:01 min

Total Airtime Minutes 533:00 min

Data Charges**\$ 0.00**

Data Volume (MB) 4198.2279 MB \$ 0.00

Browser Charge 0:00 min \$ 0.00

Text Messages**\$ 0.45**

Text Messages 302 msg \$ 0.45

Long Distance Charges**\$ 0.00**

Long Distance Charges 304:00 min \$ 0.00

Roaming Charges**\$ 0.00**

Voice Charges 0:00 min \$ 0.00

Data Charges 5.6100 MB \$ 0.00

Other Fees**\$ 0.00**

411 Service \$ 0.00

Monthly Access Fees \$ 0.00

Discount \$ 0.00

Other Charges and Credits**\$ 0.00**

Other Charges and Credits \$ 0.00

Taxes**\$ 2.95**

GST \$ 2.95

Total**\$ 61.90**



Travel & Subsistence Expense Report

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: _____

Employee's Name _____ Vendor #: _____

School / Department to mail cheque to _____

Purpose of Trip / Name of Conference _____

Departure and Return Dates _____ Destination: _____

Description of Expenses (Please attach receipts)	Total Cost (Canadian Dollars)	Exchange Rate (for information purposes)	Amount Paid by CBE Invoice/P-Card/ Amex/ Payroll for Mileage (including GST)	Amount Paid by Claimant For Out of Pocket Expenditures (including GST)	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 @ 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 _____ @ \$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.

EVENT REGISTRATION



Thank You! Registration Complete

✓ Thank you for registering with CASSAlberta! You will be receiving a confirmation email shortly. If you do not receive this email within 30 minutes, please contact admin@cass.ab.ca (<mailto:admin@cass.ab.ca>)

 Print

Order #7656

Registrant #1: **Ann Ard** ✓

Primary Phone: 403-880-3440
School Authority: Calgary Board of Education
Jurisdiction Type: Public School Authority
Zone: 5
Position: Education Director
Breakout Options: **4. Combination of any of the above** -- Mar 22, 2023 (12:30 p.m. - 4:00 p.m.)
Role-Alike: Curriculum, Assessment, Technology -- Mar 22, 2023 (7:15 p.m. - 8:30 p.m.)
System Education Leaders' Role in Supporting Curriculum Implementation: Examining Our Evidence of Implementation -- Mar 23, 2023 (10:00 a.m. - 12:00 p.m.)
Literacy and Numeracy Learning: Closing the Achievement Gap Using a Research-Informed Approach -- Mar 23, 2023 (1:00 a.m. - 3:00 p.m.)
Questions:

- **How many years have you been a CASS member?**
4-7 years

Event Details

Title:	2023 Annual Learning Conference
Date(s):	<ul style="list-style-type: none">• March 22, 2023 (12:30 p.m. - 4:00 Pre-conference)• March 22, 2023 (7:00 p.m. - 10:00 p.m. Conference Opening - Role-Alike)• March 23, 2023 (8:30 a.m. - 4:30 p.m.)• March 24, 2023 (8:30 a.m. - 12:30 p.m.)
Location:	Fantasyland Hotel, Edmonton
Cost:	\$635.00 (With Pre-conference)

Order Summary

Transaction ID:	43962921676
Total Registrants:	1
Credit Card:	MasterCard
Authorization Code:	079392
Amount Paid	\$635.00
Order Timestamp	February 26, 2023 (10:05 am)

CASSAlberta Event Registration

Copyright © 2023 | Contact Us (<https://www.cass.ab.ca/contact-us/>) | Cancellation Policy (</register/cass-events-policy.php>)

ARD, ANN

Room No: 411/K1RZ
Arrival Date: 3/20/2023 4:25:00 PM
Departure Date: 3/21/2023 8:04:00 AM
Adult/Child: 1/0
Cashier ID: DRAJPUT3
Room Rate: 139.00
AL:
HH # 1733289639 BLUE
VAT #
Folio No/Che 226596 A

CALGARY AB
CANADA

Confirmation Number: 3343232698

HGI EDMONTON INTERNATIONAL AIRPORT 3/21/2023 8:04:00 AM

DATE	DESCRIPTION	Cashier ID	Transaction ID	GUEST CHARGES	CREDIT	BALANCE
3/20/2023	GUEST ROOM	KABDALL A	826511	\$139.00		
3/20/2023	GOODS & SERVICES TAX	KABDALL A	826511	\$6.95		
3/20/2023	TOURISM LEVY	KABDALL A	826511	\$5.56		
3/21/2023	MC *8537	DRAJPUT 3	826568		(\$151.51)	
BALANCE						\$0.00

EXPENSE REPORT SUMMARY

	3/20/2023	STAY TOTAL
ROOM AND TAX	\$151.51	\$151.51
DAILY TOTAL	\$151.51	\$151.51

Total Invoice Amount \$139.00 \$12.51

Hilton Honors(R) stays are posted within 72 hours of checkout. To check your earnings or book your next stay at more than 6,500+ hotels and resorts in 119 countries, please visit Honors.com

GST # R-125299495-RT0001

FANTASYLAND HOTEL

17700 87 AVE
EDMONTON AB T5T 4V4

Ard , Ann

Confirmation Number: 49929878-1

Room Number: 1027

CAgary, AB

Room Type: SPOLT

No. of Guests: 1

ARRIVAL	DEPARTURE	RATE PLAN
03/21/2023	03/22/2023	BAR

DATE	CODE	DESCRIPTION	AMOUNT (CAD)
03/21/2023	RM	Room Charge	329.00
03/21/2023	RT	Alberta Tourism Levy	13.16
03/21/2023	GST	GST 845861368 RT	16.45
03/22/2023	MC	MasterCard *****3501	(358.61)
03/22/2023	MC	MasterCard/refund *****3501	358.61
03/22/2023	MC	MasterCard *****8382	(358.61)

TOTAL DUE: 0

TERMS: If a credit card was provided upon check-in, a hold was placed on the card for the full amount to be owed to the hotel, plus estimated incidentals. This hold may display as pending for telephone or online banking portals and may not be released for 72 hours or longer after departure at the discretion of your card issuer.

FANTASYLAND HOTEL

17700 87 AVE
EDMONTON AB T5T 4V4

Ard , Ann

CAgary, AB

Confirmation Number: 30892493-1

Room Number: 1027

Room Type: SPOLT

No. of Guests: 1

ARRIVAL	DEPARTURE	RATE PLAN
03/22/2023	03/24/2023	GROUP

DATE	CODE	DESCRIPTION	AMOUNT (CAD)
03/22/2023	RM	Room Charge	159.00
03/22/2023	RT	Alberta Tourism Levy	6.36
03/22/2023	GST	GST 845861368 RT	7.95
03/23/2023	RM	Room Charge	159.00
03/23/2023	RT	Alberta Tourism Levy	6.36
03/23/2023	GST	GST 845861368 RT	7.95
03/24/2023	MC	MasterCard *****8382	(346.62)

TOTAL DUE: 0

TERMS: If a credit card was provided upon check-in, a hold was placed on the card for the full amount to be owed to the hotel, plus estimated incidentals. This hold may display as pending for telephone or online banking portals and may not be released for 72 hours or longer after departure at the discretion of your card issuer.

