expense | monthly tracking report

claimant | Holowka, Andrea
position | Superintendent, School Improvement
level | Superintendent
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	03/15/2023	Monthly plan	$49.88	other disclosed	telecom/cell phone
CASS Annual Spring conference	03/22/2023	Meal	$11.11	travel	PD food/non alcoholic beverage
Missing meal receipt - CASS Annual Spring conference	03/22/2023	Meal	$17.63	travel	PD food/non alcoholic beverage
CASS Annual Spring conference	03/23/2023	Meal	$31.47	travel	PD food/non alcoholic beverage
CASS Annual Spring conference	02/09/2023	Registration for conference March 22 - 24, 2023	$635.00	travel	PD course or registration fee
CASS Annual Spring conference	03/24/2023	Accommodations	$346.62	travel	PD accommodation
Cell phone	04/15/2023	Monthly plan	$49.88	other disclosed	telecom/cell phone
CASS FNMI Gathering	04/06/2023	Registration for conference April 24-26, 2023	$620.00	travel	PD course or registration fee
CASS FNMI Gathering	04/26/2023	Accommodations	$346.62	travel	PD accommodation
CASS FNMI Gathering	04/26/2023	Use of personal vehicle to Edmonton AB - April 24	$204.00	travel	PD mileage
CASS FNMI Gathering	04/26/2023	Meal - perdiem	$26.00	travel	PD food/non alcoholic beverage

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Invoice Summary March 2023

ROGERS WIRELESS

Subscriber:ANDREA HOLOWKA

Account Detail		
Assignment	Andrea Holowka	
Account No.		
Contract Detail		**$ 44.00**
Contract Name	3GB Pooled Voice & D	
Options Charges		**$ 3.50**
Calgary BoE Cimpl Bundle		$ 3.50
Voice Charges		**$ 0.00**
Charges for Additional Minutes		$ 0.00
Peak Minutes		
Off Peak Minutes		
Total Airtime Minutes		
Data Charges		**$ 0.00**
Data Volume (MB)	2670.1348 MB	$ 0.00
Browser Charge	0:00 min	$ 0.00
Text Messages		**$ 0.00**
Text Messages	179 msg	$ 0.00
Long Distance Charges		**$ 0.00**
Long Distance Charges	130:00 min	$ 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		**$ 0.00**
Other Charges and Credits		$ 0.00
Taxes		**$ 2.38**
GST		$ 2.38
Total		**$ 49.88**

NEW YORK FRIES #3298
1540-8882 170TH ST,
PHASE3
WEST EDMONTON MALL
EDMONTON,AB T5T4M2
7804861829

SALE

MID:
TID: REF#:
Batch
03/22/23 18:22:25
APPR CODE:
MASTERCARD Chip
*********** **/**

AMOUNT $11.11

APPROVED

Mastercard

BY ENTERING A VERIFIED PIN, CARDHOLDER AGREES TO PAY ISSUER SUCH TOTAL IN ACCORDANCE WITH ISSUERS AGREEMENT WITH CARDHOLDER

THANK YOU / MERCI!

MERCHANT COPY

Calgary Board of Education

P-CARD MISSING RECEIPT

Certification of Unavailable Documentation

This form is to be completed for each credit card transaction that is not supported by a detailed receipt from the merchant. An image of this completed form must be linked to the appropriate transaction in BMO Spend Dynamics before the transaction can be reviewed by the Cardholders supervisor.

CARDHOLDER

Cardholder Name

Holowka, Andrea

Card Number	Phone Number
* * * * * * * * * * * * 2886	403.817 7600

Department / School

School Improvements

Merchant Name	Transaction Date YYYY-MM-DD	Transaction Amount
Freshii - West Edmonton	2023-03-22	$ 17.63

Description of purchase (what was purchased, why it was purchased, who was involved for things like PD or Food):

CASS Conference - lunch

Reason detailed receipt / documentation is not available (steps taken to obtain missing receipt):

lost or not received

Cardholder Missing Receipt Acknowledgement

- The information provided is a true and accurate description of the details of the purchase
- I confirm that every attempt has been made to obtain a duplicate receipt by contacting the merchant. However, there has been failure to produce a receipt
- All items purchased as part of this credit card transaction were for use by The CBE in my duties as an employee. No personal purchases were made
- Original documentation is not in my possession and I will not seek reimbursement for the transaction

I acknowledge that repeated lack of documentation could result in a cancelled relationship with the supplier and / or suspension of credit card privileges

Cardholder Signature	Date YYYY-MM-DD
	2023-03-30

chop
STEAKHOUSE | BAR

17635 STONY PLAIN ROAD
EDMONTON, AB, 780-487-2467
TABLE #

TAZO TEA	4.50
BEYOND MEAT BURGER, avocado lime dressing	22.00
COMMUNITY BREAD (Split)	0.43
COMMUNITY BREAD (Split)	0.43
Sub Total:	27.36
GST:	1.37
03/23 8:01p TOTAL:	28.73

Stay tuned for all Chop updates.
Sign up for our newsletter at
Chop.ca

Join us for Happy Hour and Late Night!
Enjoy drinks starting at $6 and
Share plates starting at $7

We would love to hear about your visit,
Leave us a review on Google.

THANK YOU!
GST#802860674 RT0001

HOP - 010
Stony Plain Road
AB T5S 1E3
780-487-2467

ACTION RECORD **

e: Mastercard

Amount	$28.73
Tip	$4.31
TOTAL	CAD$33.04

From:	admin=cass.ab.ca@mailout.cassalberta.ca on behalf of CASSAlberta.ca
To:	Holowka, Andrea L
Subject:	[EXTERNAL] CASSAlberta Registration :
Date:	Thursday, February 9, 2023 10:16:45 AM

ATTENTION: This message came from outside of the CBE and could be Spam or Phishing.

Do not click links or open attachments unless you recognize the sender and you are certain that the content is safe. [Learn More]

Forward suspicious messages to phishing@cbe.ab.ca

Dear Andrea Holowka,

Thank you for registering for the CASSAlberta Event: **2023 Annual Learning Conference**

Order Summary

Order #:	
Transaction ID:	
Credit Card:	MasterCard
Card #:	
Authorization Code:	
Amount Paid	$635.00
Order Timestamp	February 09, 2023 (10:16:39)

Event Details

Title: 2023 Annual Learning Conference (With Pre-conference)

Date(s):

- 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)

FANTASYLAND HOTEL

17700 87 AVE
EDMONTON AB T5T 4V4

Holowka , Andrea
1221 8th St SW
CAlgary, AB T2R 0L4

Confirmation Number:
Room Number:
Room Type:
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 **********	(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.**

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Invoice Summary April 2023

ROGERS WIRELESS

Service Subscriber:ANDREA HOLOWKA

Account Detail		
Assignment	Andrea Holowka	
Account No.		
Contract Detail		**$ 44.00**
Contract Name	3GB Pooled Voice & D	
Options Charges		**$ 3.50**
Calgary BoE Cimpl Bundle		$ 3.50
Voice Charges		**$ 0.00**
Charges for Additional Minutes		$ 0.00
Peak Minutes		
Off Peak Minutes		
Total Airtime Minutes		
Data Charges		**$ 0.00**
Data Volume (MB)	3491.3877 MB	$ 0.00
Browser Charge	0:00 min	$ 0.00
Text Messages		**$ 0.00**
Text Messages	348 msg	$ 0.00
Long Distance Charges		**$ 0.00**
Long Distance Charges	167:00 min	$ 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		**$ 0.00**
Other Charges and Credits		$ 0.00
Taxes		**$ 2.38**
GST		$ 2.38
Total		**$ 49.88**

From:	Auto-Receipt <noreply@mail.authorize.net>
Sent:	Thursday, April 6, 2023 11:34 AM
To:	N
Subject:	[EXTERNAL] Transaction Receipt from College of Alberta School Superintendents Society for $620.00 (CAD)

ATTENTION: This message came from outside of the CBE and could be Spam or Phishing.

Do not click links or open attachments unless you recognize the sender and you are certain that the content is safe. [Learn More]

Forward suspicious messages to phishing@cbe.ab.ca.

Order Information

Description: 2023 Indigenous Education Gathering

Invoice Number CASS-

Billing Information **Shipping Information**

Total: $620.00 (CAD)

Payment Information

Date/Time: 6-Apr-2023 10:33:54 PDT

Transaction ID:

Payment Method: MasterCard xxx

Transaction Type: Purchase

Auth Code:

Merchant Contact Information

College of Alberta School Superintendents Society
Edmonton, AB T5J3S9
CA

FANTASYLAND
HOTEL

17700 87 AVE
EDMONTON AB T5T 4V4

Holowka , Andrea
1221 8th St SW
CAlgary, AB T2R 0L4

Confirmation Number:
Room Number:
Room Type:
No. of Guests: 1

ARRIVAL	DEPARTURE	RATE PLAN
04/24/2023	04/26/2023	GROUP

DATE	CODE	DESCRIPTION	AMOUNT (CAD)
04/24/2023	RM	Room Charge	159.00
04/24/2023	RT	Alberta Tourism Levy	6.36
04/24/2023	GST	GST 845861368 RT	7.95
04/25/2023	RM	Room Charge	159.00
04/25/2023	RT	Alberta Tourism Levy	6.36
04/25/2023	GST	GST 845861368 RT	7.95
04/26/2023	MC	MasterCard ************	(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.**

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 Casuals:** Refer to Substitute Teacher/Casual Employee Travel Log

Section 1: Your Employee Information			*To be completed by Employee*		
Employee ID:*		**First Name:***	Andrea	**Last Name:***	Holowka

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
24 04 23	CASS FNMI Gathering	Calgary	Edmonton	200
26 04 23	✓ to Calgary	Edmonton	Calgary	200
The total weekly km must be entered into the timesheet in PeopleSoft.			**Total Kilometres**	400

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:***	
Employee Phone:*	4038177600	**Time Approver Signature:***	
Date DD-MM-YY: *	27 04 23	**Time Approver Phone:*** 4038177902	9 2023

Personal information is collected under the authority of Alberta's *Freedom of Information and Protection of Privacy Act (FOIP)*. 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 privacyprotection provisions of FOIP. If you have any questions about the FOIP Act, please access http://www.cbe.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.

Approved in Peoplesoft & emailed May 9/23.

Calgary Board of Education

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: April 27, 2023

Employee's Name: Andrea Holowka Vendor #: ______

School / Department to mail cheque to: School Improvement

Purpose of Trip / Name of Conference: CASS First Nations, Metis and Inuit Gathering

Departure and Return Dates: April 24 - 26, 2023 Destination: Edmonton, Alberta

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	620.00		620.00		PCard
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 400 km @ 51¢/km (submit on Km Payment Form to Payroll)	204.00				Send original to Payroll for payment
Accommodations at Single Rate					
$ 173.31 @ 2 Nights	346.62		346.62		PCard
Meals (including tips) (excluding meals covered by Conference or Others)					
▪ Breakfast ____ @ $12.00					
▪ Lunch ____ @ $17.00					
▪ Dinner 1 @ $26.00	26.00				
▪ Or Actual Expense					
Telecommunication Charges (Internet, phone calls)					
Parking – in Calgary					
Parking – at Destination					
Other – Provide Details					
TOTAL COST OF TRIP	1196.62				
CASH ADVANCE IF ANY–Ref #______					
AMOUNT DUE TO (OWING BY) CLAIMANT	230.00		946.62		
GST Breakout Area					

I certify that the above claim is correct:

ınts paid through the P-Card, Amex Card, Invoices and Mileage Claim Forms must also be attached to this ms claimed for all Out of Pocket Expenses.