# expense | monthly tracking report

claimant | Pitman, Joanne

position | Superintendent, School Improvement

level | Superintendent

reporting period | March 1 to April 30, 2023

date of report | Friday, June 9, 2023



Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Cell Phone	03/31/2023	Monthly Service Charges	\$49.88	other disclosed	telecom/cell phone
Cell Phone	04/30/2023	Monthly Service Charges	\$97.13	other disclosed	telecom/cell phone
College of Alberta School Superintendents		Registration for CASS Conference in Edmonton March 22-24, 2023	\$635.00	travel	PD course or registration fee
College of Alberta School Superintendents	03/24/2023	Hotel for CASS Conference in Edmonton	\$346.62	travel	PD accommodation
College of Alberta School Superintendents	03/24/2023	Mileage to Edmonton and Return	\$200.00	travel	PD mileage
College of Alberta School Superintendents	03/24/2023	Meals - Per Diem	\$69.00	travel	PD food/non alcoholic beverage







## Subscriber: JOANNE PITMAN

Account Detail		
Assignment	Joanne Pitman	
Contract Detail		\$ 44.00
Contract Name	3GB Pooled Voice & D	
<b>Options Charges</b>		\$ 3.50
Calgary BoE Cimpl Bundle		\$ 3.50
Voice Charges		\$ 0.00
Charges for Additional Minutes Peak Minutes Off Peak Minutes Total Airtime Minutes	144:24 min 30:00 min 214:00 min	\$ 0.00
Data Charges		\$ 0.00
Data Volume (MB) Browser Charge	668.3145 MB 0:00 min	\$ 0.00 \$ 0.00
Text Messages		\$ 0.00
Text Messages	43 msg	\$ 0.00
Long Distance Charges		\$ 0.00
Long Distance Charges	79:00 min	\$ 0.00
Roaming Charges		\$ 0.00
Voice Charges Data Charges	0:00 min 0.0000 MB	\$ 0.00 \$ 0.00
Other Fees		\$ 0.00
411 Service Monthly Access Fees Discount		\$ 0.00 \$ 0.00 \$ 0.00
Other Charges and Credits		\$ 0.00
Other Charges and Credits		\$ 0.00
Taxes		\$ 2.38
GST		\$ 2.38
Total		\$ 49.88







## Subscriber: JOANNE PITMAN

Other Charges and Credits\$ 0.00Other Charges and Credits\$ 0.00Taxes\$ 4.63GST\$ 4.63	Account Detail		
Contract Name         3GB Pooled Voice & D           Options Charges         \$ 48.50           Calgary BoE Cimpl Bundle         \$ 3.50           Voice Charges         \$ 0.00           Charges for Additional Minutes         148:01 min           Off Peak Minutes         148:01 min           Off Peak Minutes         148:00 min           Total Airtime Minutes         247:00 min           Data Charges         \$ 0.00           Data Volume (MB)         383.7715 MB         \$ 0.00           Browser Charge         0:00 min         \$ 0.00           Text Messages         66 msg         \$ 0.00           Long Distance Charges         67:00 min         \$ 0.00           Roaming Charges         67:00 min         \$ 0.00           Roaming Charges         6:00 min         \$ 0.00           Data Charges         6:00 min         \$ 0.00           Roaming Charges         6:00 min         \$ 0.00           Other Fees         \$ 0.00           411 Service         \$ 0.00           Monthly Access Fees         \$ 0.00           Other Charges and Credits         \$ 0.00           Other Charges and Credits         \$ 0.00           Taxes         \$ 4.63	Assignment	Joanne Pitman	
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Options Charges         \$ 48.50           Calgary BoE Cimpl Bundle         \$ 3.50           Voice Charges         \$ 0.00           Charges for Additional Minutes         \$ 0.00           Peak Minutes         148:01 min           Off Peak Minutes         14:00 min           Total Airtime Minutes         247:00 min           Data Volume (MB)         383.7715 MB         \$ 0.00           Browser Charge         0:00 min         \$ 0.00           Text Messages         66 msg         \$ 0.00           Long Distance Charges         6 msg         \$ 0.00           Long Distance Charges         67:00 min         \$ 0.00           Roaming Charges         6:00 min         \$ 0.00           Voice Charges         6:00 min         \$ 0.00           Data Charges         6:00 min         \$ 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         \$ 4.63	Contract Detail		\$ 44.00
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Charges for Additional Minutes         148:01 min         \$0.00           Peak Minutes         14:00 min         14:00 min           Total Airtime Minutes         247:00 min         \$0.00           Data Charges         \$0.00         \$0.00           Data Volume (MB)         383.7715 MB         \$0.00           Browser Charge         0:00 min         \$0.00           Text Messages         66 msg         \$0.00           Long Distance Charges         67:00 min         \$0.00           Roaming Charges         67:00 min         \$0.00           Roaming Charges         6:00 min         \$0.00           Data Charges         6:00 min         \$0.00           Data Charges         6:00 min         \$0.00           Data Charges         \$0.00           Other Fees         \$0.00           411 Service         \$0.00           Monthly Access Fees         \$0.00           Discount         \$0.00           Other Charges and Credits         \$0.00           Taxes         \$4.63	Calgary BoE Cimpl Bundle		\$ 3.50
Peak Minutes         148:00 min           Off Peak Minutes         14:00 min           Total Airtime Minutes         247:00 min           Data Charges         \$0.00           Data Volume (MB)         383.7715 MB         \$0.00           Browser Charge         0:00 min         \$0.00           Text Messages         66 msg         \$0.00           Long Distance Charges         66 msg         \$0.00           Long Distance Charges         67:00 min         \$0.00           Roaming Charges         6:00 min         \$0.00           Voice Charges         6:00 min         \$0.00           Data Charges         76.5400 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         \$4.63	Voice Charges		\$ 0.00
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Long Distance Charges         67:00 min         \$ 0.00           Roaming Charges         6:00 min         \$ 0.00           Data Charges         6:00 MB         \$ 0.00           Other Fees         \$ 0.00           Monthly Access Fees         \$ 0.00           Discount         \$ 0.00           Other Charges and Credits         \$ 0.00           Taxes         \$ 4.63           GST         \$ 4.63	Text Messages	66 msg	\$ 0.00
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Voice Charges Data Charges       6:00 min 76.5400 MB       \$ 0.00 \$ 0.00         Other Fees       \$ 0.00         411 Service Monthly Access Fees Discount       \$ 0.00         Discount       \$ 0.00         Other Charges and Credits       \$ 0.00         Taxes       \$ 4.63         GST       \$ 4.63	Long Distance Charges	67:00 min	\$ 0.00
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Other Charges and Credits \$ 0.00  Taxes \$ 4.63  GST	Monthly Access Fees		
<b>Taxes</b> \$ <b>4.63</b> GST \$ 4.63	Other Charges and Credits		\$ 0.00
GST \$ 4.63	Other Charges and Credits		\$ 0.00
	Taxes		\$ 4.63
Total \$ 97.13	GST		\$ 4.63
	Total		\$ 97.13



# Travel & Subsistence Expense Report

<u>Must</u> 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:March 30 2023					
Employee's Name Joanne Pitman	Vendor #:							
School / Department to mail cheque to								
Purpose of Trip / Name of Conference								
Departure and Return Dates March 22 - 24, 2023 Destination: Edmonton, AB								
Description of Expenses	Total Cost (Canadian Dollars)	Exchange Rate	Amount Paid by CBE	Amount Paid by Claimant	Alias to be charged for Claimant's Expenses			
(Please attach receipts)		(for information purposes)	Invoice/P-Card/ Amex/ Payroll for Mileage (including GST)	For Out of Pocket Expenditures (including GST)	Oldinant 3 Expenses			
Registration/Conference Fees	\$635.00		\$635.00					
Travel Costs								
Airfare (including trip cancellation insurance)								
■ Rail/Bus								
■ Taxi/Shuttle Bus/Car Rental in Calgary								
■ Taxi/Shuttle Bus/Car Rental at Destination								
<ul> <li>Personal Vehicle <u>400</u> km @ 50¢/km (submit on Km Payment Form to Payroll)</li> </ul>	\$200.00		\$200.00		Send original to Payroll for payment			
Accommodations at Single Rate								
\$173.31 @2 Nights	\$346.62		\$346.62					
<b>Meals</b> (including tips) (excluding meals covered by Conference or Others)								
■ Breakfast@ \$12.00								
■ Lunch1@ \$17.00	\$17.00			\$17.00				
■ Dinner	\$52.00			\$52.00				
Or Actual Expense								
<b>Telecommunication Charges</b> (Internet, phone calls)								
Parking – in Calgary								
Parking – at Destination								
Other - Provide Details								
TOTAL COST OF TRIP	\$1250.62							
CASH ADVANCE IF ANY-Ref #								
AMOUNT DUE TO (OWING BY) CLAIMANT	<del>,</del>			\$69.00				
GST Breakout Area								
I certify that the above claim is correct:								
Claimant's Signature  NOTE   Copies of amounts paid through the P	-Card, Amex Ca	rd, Invoices a	Approved by Si	•	also be attached to this			
claim, in addition to items claimed for all Out of			•					

Date Created | 2012/12/04 Date Revised | 2019/12/02

From: To:

Subject: [EXTERNAL] Transaction Receipt from College of Alberta School Superintendents Society for \$635.00 (CAD)

**Date:** Thursday, February 9, 2023 10:29:21 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 <a href="mailto:phishing@cbe.ab.ca">phishing@cbe.ab.ca</a>

#### Order Information

Description: 2023 Annual Learning Conference

Invoice Number CASS-Joanne Pitman

Billing Information Shipping Information

Total: \$635.00 (CAD)

#### Payment Information

Date/Time: 9-Feb-2023 9:29:17 PST

Transaction ID: MasterCard xxxx

Payment Method: Purchase

Transaction Type:

Auth Code:

#### Merchant Contact Informatior

College of Alberta School Superintendents Society

Edmonton, AB T5J3S9

CA

laurel.knowles@cass.ab.ca



## 17700 87 AVE EDMONTON AB T5T 4V4

Pitman , Joanne Confirmation Number:

1221 8th street sw Room Number:

CAlgary, AB T2R 0L4 Room Type: EXTWN

No. of Guests: 1

ARRIVAL	DEPA	RTURE	RATE PLAN	
03/22/2023	03/24/2	2023	GROUP	
DATE	CODE	DESCRIPTION		AMOUNT (CAD)
03/22/2023	RM	Room Charge		159.00
03/22/2023	RT	Alberta Tourism	n Levy	6.36
03/22/2023	GST	GST 84586136	8 RT	7.95
03/23/2023	RM	Room Charge		159.00
03/23/2023	RT	Alberta Tourism	n Levy	6.36
03/23/2023	GST	GST 84586136	8 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.



# 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:*	Joann	ne	Last Nan	ne:*	Pitman		
Section 2: Trip Details: To be completed by Employee										
Record the date	e, pur	pose, beginning	and ending location	ons, an	d distance of each tr	ip on a sepa	arate	row.		
Date DD-MM-YY		Purpose for Trip			Trip Starts From		Trip Ends At		Distance in km	
22-Mar-2023	CAS	SS Annual Lea	rning Conference	e	Calgary		Edmonton		200	
24-Mar-2023		Return	n Trip		Edmonton		Calgary		200	
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			ed into the times	heet in	PeopleSoft.	Tot	al Kil	ometres	400	
PeopleSoft Tin					die obeniech					
Combo Code e	entere	d into PeopleS	oft							
Section 3: The approver m	iust ci	eate a PDF cop	y of the completed	d Trave	I Log and send to: c				e and Approver	
Employee Signature:*				Time Approver Name:*		Christopher Usih				
Employee Pho	ne:*				Time Approver Si	ignature:*				
Date DD-MM-YY:	*		Time Appr Phone:*	rover			Date	DD-MM-YY:*		
					ormation and Protection of grams at the Calgary Boar					

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.