

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



**Calgary Board
of Education**

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	02/09/2023	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

Options Charges **\$ 3.50**

Calgary BoE Cimpl Bundle \$ 3.50

Voice Charges **\$ 0.00**

Charges for Additional Minutes \$ 0.00

Peak Minutes 144:24 min

Off Peak Minutes 30:00 min

Total Airtime Minutes 214:00 min

Data Charges **\$ 0.00**

Data Volume (MB) 668.3145 MB \$ 0.00

Browser Charge 0:00 min \$ 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 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**

Subscriber: JOANNE PITMAN

Account Detail

Assignment Joanne Pitman

Contract Detail**\$ 44.00**

Contract Name 3GB Pooled Voice & D

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 Charges**\$ 0.00**

Data Volume (MB) 383.7715 MB \$ 0.00

Browser Charge 0:00 min \$ 0.00

Text Messages**\$ 0.00**

Text Messages 66 msg \$ 0.00

Long Distance Charges**\$ 0.00**

Long Distance Charges 67:00 min \$ 0.00

Roaming Charges**\$ 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**

GST \$ 4.63

Total**\$ 97.13**



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: March 30 2023

Employee's Name Joanne Pitman Vendor #:

School / Department to mail cheque to Joanne Pitman, School Improvement, 6th Floor, Education Centre

Purpose of Trip / Name of Conference CASS Annual Learning Conference

Departure and Return Dates March 22 - 24, 2023 Destination: Edmonton, AB

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	\$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					
▪ Personal Vehicle 400 km @ 50¢/km (submit on Km Payment Form to Payroll)	\$200.00		\$200.00		Send original to Payroll for payment
Accommodations at Single Rate					
\$ 173.31 @ 2 Nights	\$346.62		\$346.62		
Meals (including tips) (excluding meals covered by Conference or Others)					
▪ Breakfast @ \$12.00					
▪ Lunch 1 @ \$17.00	\$17.00			\$17.00	
▪ Dinner 2 @ \$26.00	\$52.00			\$52.00	
▪ Or Actual Expense					
Telecommunication Charges (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				\$69.00	
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.

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 phishing@cbe.ab.ca

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 Information

College of Alberta School Superintendents Society

Edmonton, AB T5J3S9

CA

laurel.knowles@cass.ab.ca

FANTASYLAND HOTEL

17700 87 AVE
EDMONTON AB T5T 4V4

Pitman , Joanne

1221 8th street sw

CAlgary, AB T2R 0L4

Confirmation Number:

Room Number:

Room Type: EXTWN

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.



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](#)

[illegible]