expense | monthly tracking report

claimant | Pritchard, Lori position | Education Director

| level | Director | 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	03/15/23	Monthly plan	\$49.88	\$49.88 other disclosed	telecom/cell phone
CASS Annual conference	3/23/2023	Accomodation	\$184.13 travel	travel	PD accommodation
CASS Annual conference	03/24/23	Use of personal vehicle to Edmonton March 23	\$306.00 travel	travel	PD mileage
CASS Annual conference	03/24/23	Meal - per diem	\$26.00 travel	travel	PD food/non alcoholic beverage
Cell phone	04/15/23	Monthly plan	\$49.88	\$49.88 other disclosed	telecom/cell phone
CASS Indigenous Education gathering	03/24/23	Registration fee	\$620.00 travel	travel	PD course or registration fee
CASS Indigenous Education gathering	04/26/23	Accomodation	\$597.76 travel	travel	PD accommodation
CASS Indigenous Education gathering	04/26/23	Meals - per diem	\$52.00 travel	travel	PD food/non alcoholic beverage
CASS Indigenous Education gathering	04/26/23	Meal - lunch	\$11.03 travel	travel	PD food/non alcoholic beverage
CASS Indigenous Education gathering	04/26/23	Use of personal vehicle to Edmonton April 23	\$306.00 travel	travel	PD mileage





Invoice Summary March 2023





Account Detail

Assignment	Lorı Pritchard	
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 Peak Minutes Off Peak Minutes Total Airtime Minutes	564:00 min 47:00 min 718:00 min	\$ 0.00
Data Charges		\$ 0.00
Data Volume (MB) Browser Charge	834.5820 MB 0:00 min	\$ 0.00 \$ 0.00
Text Messages		\$ 0.00
Text Messages	174 msg	\$ 0.00
Long Distance Charges		\$ 0.00
Long Distance Charges	55:00 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



03-23-23

Lori Pritchard Folio No. A/R Number Group Code Company Membership No. Invoice No. Ref.No.	: : : Business No. : :	Room No. : 341 Arrival : 03-22-23 Departure : 03-23-23 Conf. No. : Rate Code : Page No. : 1 of 1
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Date	Description		Charges	Credits
03-22-23	*Accommodation		164.00	
03-22-23	*GST		8.45	
03-22-23	DMF		4.92	
03-22-23	*AB Tourism Levy		6.76	
03-23-23	MasterCard			184.13
		Total	184.13	184.13
	_	Balance	0.00	
	Ta	x Summary		
		*GST	8.	45
		*AB Tourism	Levy 6.	76
		DMF	4.	92
			0.	00

Guest Signature: _

I have received the goods and / or services in the amount shown heron. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the 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 Subs the Teacher/Casual Employed Travel Log

	<u> </u>						
Section 1: You	ır Employee Infor	mation				To be comple	ted by Employee
Employee ID:*	137A 138B	First Name:*	Lori		Last Name	e:* Pritchard	
Section 2: Trip		}				•	ted by Employee
Record the date,	purpose, beginning	and ending locati	ons, and	distance of each tr	ip on a separ	ate row.	
Date DD-MM-YY	Purpose			Trip Starts From		Trip Ends At	Distance in km
22-Mar-2023	Present @ CAS	S Conference		Calgary		Edmonton	300
23-Mar-2023	Return	Trip		Edmonton		Calgary	300
			_				
			_				
						9	
							D
							_
					T-4	al Kilometras	600
	y km must be enter	ed into the time:	sheet in	PeopleSoft.	101	al Kilometres	1 000
PeopleSoft Tim		- 54					
Combo Code er	ntered into PeS	ΟΤΙ			To be com	inloted by Emplo	yee and Approver
Section 3: The approver mu	ust creat	he complete	ed Trave	Log and send to:	ro be com	ipietea by Emplo	yee and Approver
Employee Signature:*				Time Approver N	lame:*	Andrea Holowka	
Employee Phor	ne:* (403) 817-	-7639		Time Approver S	Signature:*		
Date DD-MM-YY:		Time App Phone:*		(403) 817-		Date DD-MM-YY:*	310323
Personal information	is collected under the auth	ority of Alberta's Free	edom of Info	ormation and Protection	of Privacy Act (F	OIP). This information w	ill be used for the

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://doi.org/10.1007/j.com/personnel-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 this form and/or the use of the information, please contact the Employee Contact Centre at 403-817-7333.



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*.

				MAAAA 1	1.012
Details of Trip Please Print	- 11 4 2		Date: _	What	01/23
Employee's Name	CHARD		Vendor #:	N. P. State	****
School / Department to mail cheque to	TNOIGE	Nons	DO 0	ED CE	MRE
Purpose of Trip / Name of Conference	LISENTE	2 CASS	Annua	P Consel	Ene
Departure and Return Dates Market	# 20-28, a	Destina	tion:	Kryn	V.AB.
1111		C C			<u> </u>
Description of Expenses	Total Cost	Exchange	Amount Paid	Amount Paid	Alias to be charged for
· ·	(Canadian Dollars)	Rate	by CBE	by Claimant	Claimant's Expenses
(Please attach receipts)		(for information purposes)	Invoice/P-Card/ Amex/ Payroll for Mileage	For Out of Packet Expenditures	
			(including GST)	(including GST)	
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 			11.		
 Personal Vehicle km @ 51¢/km (submit on Km Payment Form to Payroll) 	\$306.00		#206 00		Send original to Payroll for payment
Accommodations at Single Rate	bn . (6.0110		
\$	4184,13		P18413		
Meals (including tips) (excluding meals covered by Conference or Others)	ed				
■ Breakfast@ \$12.00					
■ Lunch@ \$17.00	u.s.			40.	
Dinner @ \$26.00	\$26,00			7726,00	
Or Actual Expense					
Telecommunication Charges (Internet, phonicalls)	е				
Parking – in Calgary					
Parking – at Destination					
Other – Provide Details	A TIL				
TOTAL COST OF TRIP	45667				
CASH ADVANCE IF ANY-Ref#	1 - 17 111		A 200	1	
AMOUI			P 206.00	1000	
GST Br					
I certify ct:					
				-	
			Anna : 0	uparardinata	
Claimant's Signature NOTE Copies of amounts paid through the	o B Card Amov Co	rd Invoices	Approved by S and Mileage Clai		also be attached to this
NOTE Copies of amounts paid through to claim, in addition to items claimed for all C	ut of Pocket Expen	ses.	and mileage of		



Invoice Summary April 2023

ROGERS

Service ID:

Subscriber: LORT PRITCHARD

Account Detail

Assignment Account No.	Lori Pritchard	
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 Minures Peak Minutes Off Peak Minutes Fotal Airtime Minutes	947:00 min 36:00 min 1030:00 min	\$ 0.00
Data Charges		\$ 0.00
Data Volume (MB) Browser Charge	1396.8161 MB 0 ¹ 00 min	5 0,00 5 0,00
Text Messages		\$ 0.00
Te Messages	152 m/g	\$ 0.00
Long Distance Charges		\$ 0.00
Long Distance Charges	250-99 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		5 0,00 5 0,00 6 0,00
Other Charges and Credits		\$ 0.00
Offier Charges and Credits		5 0,00
Taxes		\$ 2.38
GST		0.2,38
Total		\$ 49,88

Pritchard, Lori A	
From: Sent:	admin=cass.ab.ca@mailout.cassalberta.ca on behalf of CASSAlberta.ca <admin@cass.ab.ca> Friday, March 24 2023 8:43 AM</admin@cass.ab.ca>
To: Subject:	[EXTERNAL] CASSAlberta Registration (Order
	: This message came from outside of the CBE and could be Spam or Phishing. r 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 Lori Pritchard	tering for the CASSAlberta Event: 2023 First Nations, Métis & Inuit Education
Gathering	
Order Summary	, , , , , , , , , , , , , , , , , , ,
Order #:	
Transaction ID:	
Credit Card:	MasterCard
Card #:	
Authorization Co	de: 037561
Amount Paid	\$620.00

Event Details

Order Timestamp March 24, 2023 (08:43:28)



17700 87 AVE EDMONTON AB T5T 4V4

Pritchard, Lori

Confirmation Number:

Room Number:

Room Type:

No. of Guests:

ARRIVAL	DEPAR	DEPARTURE	
04/23/2023	04/24/20)23	
DATE	CODE	DESCRIPTION	

Room Charge

AMOUNT (CAD)

230.40 9.22

04/23/2023 RT Alberta Tourism Levy
04/23/2023 GST GST 845861368 RT

RM

11.52 (251.14)

04/24/2023 MC

TOTAL DUE:

TERMS:

04/23/2023

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.



17700 87 AVE **EDMONTON AB T5T 4V4**

Pritchard, Lori

Confirmation Number:

1221 8 Street SW

Room Number:

CAlgary, AB T2R 0L4

Room Type:

No. of Guests:

ARRIVAL	DEPA	RTURE	RATE PLAN	
04/24/2023	04/26/	2023	GROUP	
DATE	CODE	DESCRIP	TION	
04/24/2023	RM	Room Cha	arge	
04/24/2023	RT	Alberta To	urism Levy	
04/24/2023	GST	GST 8458	61368 RT	
04/25/2023	RM	Room Cha	arge	
04/25/2023	RT	Alberta To	urism Levy	
04/25/2023	GST	GST 8458	61368 RT	
04/26/2023	MC			

TOTAL DUE:

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.



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.

				100170	1 2 2
Details of Trip Please Print	. ~ 1		Date: 💆	THILL	1 03
Employee's Name	121, -		Vendor #:	0.11	· ·
School / Department to mail cheque to	traloun	UM TE	Tucally	(C) Ed. (enve
Purpose of Trip / Name of Conference	KS India	enAno	Ed GE	thering	+mtg.
Departure and Return Dates AWI 23-	26/23	Destina	tion:	north.	AB 1
7 1112				, ,	
Description of Expenses	Total Cost	Exchange	Amount Paid	Amount Paid	Alias to be charged for
	(Canadian Dollars)	Rate	by CBE	by Claimant	Claimant's Expenses
(Please attach receipts)		(for information purposes)	Invoice/P-Card/ Amex/ Payroll for Mileage	For Out of Pocket Expenditures	
	13-7		(including GST)	(including GST)	
Registration/Conference Fees	\$ 620.00	-	\$620.00)	
Travel Costs	11				
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) 	\$ 306.00			\$306,00	Send original to Payroll for payment
Accommodations at Single Rate	4		Was a		
\$	#591.76		#5/1.7b		
Meals (including tips) (excluding meals covered by Conference or Others)	100				
■ Breakfast@ \$12.00					
• Lunch@ \$17.00	10.			4	
■ Dinner@ \$26.00	\$52.00		11	\$52.00	
■ Or Actual Expense	\$11.03		\$11.03		
Telecommunication Charges (Internet, phone calls)			35.		
Parking – in Calgary					
Parking – at Destination					
Other – Provide Details	Hunge				
TOTAL COST OF TRIP	A1286:14				
CASH ADVANCRef #				4	
AMO				7 358.00	
GST :				210	
I cert					
			_		
Claimant's Signature		d 1	Approved by S		alea ba attached to this
NOTE Copies of amounts paid through the f	e-Card, Amex Car of Pocket Expens	a, invoices a es.	and Milleage Clai	iii romis must a	neo ne attachen to tille



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: You	ır Employee Inforn	nation					To be comple	eted by Employee
Employee ID:*		First Name:*	Lori		Last Nam		Pritchard	N. S. S.
Section 2: Trip								eted by Employee
Record the date,	purpose, beginning a	nd ending locati	ons, and	distance of each tr	ip on a sepa	arate r	row.	Distance in
Date DD-MM-YY	Purpose fo	or Trip		Trip Starts From	1		ip Ends At	km
23-Apr-2023	CASS Indigenous	Ed Gathering		Calgary			Edmonton	300
26-Apr-2023	Retur	'n		Edmonton			Calgary	300
			-					
			-					
			_					
			_					
						-		
								_
		*						-
The total weeks	y km must be entere	d into the times	sheet in	PeopleSoft.	To	tal Ki	lometres	600
PeopleSoft Ti	y Kill Hust be effered	a mo me une.	o.ioot iii					
Combo Code		-						
Section 3:		· ·			To be cor	mplet	ed by Emplo	yee and Approver
The approver m		:lete	ed Travel	Log and send to: 0	beincomin	ıg@w	/cdconnect.c	om
Employee Signature:*		-		Time Approver N			irea Holowka	
Employee Phon	e:* (403) 817-7	7639		Time Approver S	ignature:*			
Date DD-MM-YY:	27-Apr-2023	Time App Phone:*	prover	40381771	600	Dat	te DD-MM-YY:*	08-05-23
Personal information	is collected under the author	rity of Alberta's Free	dom of Info	rmation and Protection o	of Privacy Act (FOIP).	This information w	rill be used for the

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2/B LIAM M SUBTOTAL GST 5% Food 02:07PM TOTAL DUE -1 SIDE SWEET Lossed 1 ADD CHICKEN 1 DRY RIBS 1 Extra Ranch CAESAR SALAD SOFT DRINK ROOM TOTAL SOFT DRINK NAME_ SIGNATURE IV coke diet coke THANK YOU FOR VISITING Fantasyland Hotel Edmonton Alberta 780.444.1516 GSI 845861368 Chk 5536 Apr24'23 01:12PM 52.50 2.63 55.1 8.00 16,00 1.50 2.50 Gst 3 2.50