

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



Calgary Board
of Education

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CAD\$)	Category	Expense Type
Cell phone	03/15/23	Monthly plan			telecom/cell phone
CASS Annual conference	3/23/2023	Accommodation	\$49.88	other disclosed	PD accommodation
CASS Annual conference	03/24/23	Use of personal vehicle to Edmonton March 23	\$184.13	travel	PD mileage
CASS Annual conference	03/24/23	Meal - per diem	\$306.00	travel	PD food/non alcoholic beverage
Cell phone	03/24/23	Monthly plan	\$26.00	travel	telecom/cell phone
CASS Indigenous Education gathering	04/15/23	Registration fee	\$49.88	other disclosed	PD course or registration fee
CASS Indigenous Education gathering	03/24/23	Accommodation	\$620.00	travel	PD accommodation
CASS Indigenous Education gathering	04/26/23	Meals - per diem	\$597.76	travel	PD food/non alcoholic beverage
CASS Indigenous Education gathering	04/26/23	Meal - lunch	\$52.00	travel	PD food/non alcoholic beverage
CASS Indigenous Education gathering	04/26/23	Use of personal vehicle to Edmonton April 23	\$11.03	travel	PD mileage
CASS Indigenous Education gathering	04/26/23		\$306.00	travel	



Invoice Summary March 2023



Service ID [REDACTED]

Subscriber: LORI PRITCHARD

Account Detail

Assignment Lori Pritchard
[REDACTED] [REDACTED]

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 564:00 min

Off Peak Minutes 47:00 min

Total Airtime Minutes 718:00 min

Data Charges

\$ 0.00

Data Volume (MB) 834.5820 MB \$ 0.00

Browser Charge 0:00 min \$ 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 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



03-23-23

Lori Pritchard	Folio No.	:		Room No.	:	341
	A/R Number	:		Arrival	:	03-22-23
	Group Code	:		Departure	:	03-23-23
	Company	:	Business	Conf. No.	:	-
	Membership No.	:		Rate Code	:	
	Invoice No.	:		Page No.	:	1 of 1
	Ref.No.	:				

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
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Balance	0.00
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Tax 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.

Holiday Inn Express & Suites
18520 100th Ave
Edmonton, AB T5S 0K6
Telephone: (780) 756-2134 Fax: (780) 756-2135
GST#866820160 RT0002
Owned and Operated by 1779994 Alberta Ltd.



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]

sent by email 3 30



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: <u>MARCH 24/23</u>			
Employee's Name <u>LORI PRITCHARD</u>		Vendor #: _____			
School / Department to mail cheque to <u>INDIGENOUS ED @ ED CENTRE</u>					
Purpose of Trip / Name of Conference <u>PRESENT @ CBE Annual Conference</u>					
Departure and Return Dates <u>MARCH 22-23, 2023</u>		Destination: <u>EDMONTON, AB.</u>			
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 <u>800</u> km @ 51¢/km (submit on Km Payment Form to Payroll)	<u>\$306.00</u>		<u>\$306.00</u>		Send original to Payroll for payment
Accommodations at Single Rate					
\$ <u>184.13</u> @ <u>1</u> Nights	<u>\$184.13</u>		<u>\$184.13</u>		
Meals (including tips) (excluding meals covered by Conference or Others)					
▪ Breakfast _____ @ \$12.00					
▪ Lunch _____ @ \$17.00					
▪ Dinner <u>1</u> @ \$26.00	<u>\$26.00</u>			<u>\$26.00</u>	
▪ Or Actual Expense					
Telecommunication Charges (Internet, phone calls)					
Parking – in Calgary					
Parking – at Destination					
Other – Provide Details					
TOTAL COST OF TRIP	<u>\$516.13</u>				
CASH ADVANCE IF ANY-Ref # _____					
AMOUNT PAID BY CBE			<u>\$306.00</u>	<u>\$26.00</u>	
GST Br					
I certify: _____	ct: _____				
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.					



Invoice Summary April 2023



Service ID: [REDACTED]

Subscriber: LORI PRITCHARD

Account Detail

Assignment: Lori Pritchard
Account No.: [REDACTED]

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: 947:00 min

Off Peak Minutes: 36:00 min

Total Airtime Minutes: 1000:00 min

Data Charges

\$ 0.00

Data Volume (MB): 1396.8164 MB: \$ 0.00

Browser Charge: 0:00 min: \$ 0.00

Text Messages

\$ 0.00

Text Messages: 152 msg: \$ 0.00

Long Distance Charges

\$ 0.00

Long Distance Charges: 250:00 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

Pritchard, Lori A

From: admin=cass.ab.ca@mailout.cassalberta.ca on behalf of CASSAlberta.ca
<admin@cass.ab.ca>
Sent: Friday, March 24 2023 8:43 AM
To:
Subject: [EXTERNAL] CASSAlberta Registration (Order

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 Lori Pritchard,

Thank you for registering for the CASSAlberta Event: **2023 First Nations, Métis & Inuit Education Gathering**

Order Summary

Order #:

Transaction ID:

Credit Card: MasterCard

Card #:

Authorization Code: 037561

Amount Paid \$620.00

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

Event Details

FANTASYLAND HOTEL

17700 87 AVE
EDMONTON AB T5T 4V4

Pritchard , Lori

Confirmation Number:

Room Number:

Room Type:

No. of Guests:

ARRIVAL DEPARTURE RATE PLAN

04/23/2023 04/24/2023

DATE	CODE	DESCRIPTION	AMOUNT (CAD)
04/23/2023	RM	Room Charge	230.40
04/23/2023	RT	Alberta Tourism Levy	9.22
04/23/2023	GST	GST 845861368 RT	11.52
04/24/2023	MC		(251.14)

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

Pritchard , Lori
1221 8 Street SW
CAgary, AB T2R 0L4

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

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		(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.



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: <u>April 27/23</u>			
Employee's Name <u>Lori Pritchard</u>		Vendor #: _____			
School / Department to mail cheque to <u>Indigenous Education @ Ed. Centre</u>					
Purpose of Trip / Name of Conference <u>CKS Indigenous Ed. Gathering + Mtg.</u>					
Departure and Return Dates <u>April 23-26/23</u>		Destination: <u>Edmonton, AB.</u>			
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		
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 <u>600</u> km @ 51¢/km (submit on Km Payment Form to Payroll)	\$306.00			\$306.00	Send original to Payroll for payment
Accommodations at Single Rate					
\$ <u>246.76</u> @ <u>3</u> Nights	\$591.76		\$591.76		
Meals (including tips) (excluding meals covered by Conference or Others)					
▪ Breakfast _____ @ \$12.00					
▪ Lunch _____ @ \$17.00					
▪ Dinner <u>2</u> @ \$26.00	\$52.00			\$52.00	
▪ Or Actual Expense <u>Lunch x1</u>	\$11.03		\$11.03		
Telecommunication Charges (Internet, phone calls)					
Parking – in Calgary					
Parking – at Destination					
Other – Provide Details					
TOTAL COST OF TRIP	\$1586.79				
CASH ADVANCE Ref # _____					
AMO: _____	IMANT			\$358.00	
GST: _____					
I cert _____					
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.

For Richard
Billings
Total = \$110.03
Billings

Fantasyland Hotel
Edmonton Alberta
780.444.1516
GST 845861368

218 LIAM M

Tbl 24/1

Chk 5536
Apr 24 '23 01:12PM

Gst 3

L1	
* 1 SIDE SWEET	8.00
1 CAESAR SALAD	14.00
lossed	
1 ADD CHICKEN	8.00
1 DRY RIBS	16.00
1 Extra Ranch	1.50
* 1 SOFT DRINK	2.50
diet coke	
1 SOFT DRINK	2.50
coke	

Elders Regt
Roose
Coushore
Lorip
Elder Reg
Coushore

SUBTOTAL 52.50
GST 5% Food 2.63
02:07PM TOTAL DUE 55.13

THANK YOU FOR VISITING

TIP \$5.51

TOTAL \$60.64

ROOM

NAME

SIGNATURE
VISIT US ONLINE AT FLH.CA