

expense | monthly tracking report

claimant | Sawatzky, Martine  
position | Education Director  
level | Director  
reporting period | March 1 to April 30, 2023  
date of report | June 9, 2023



Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Mileage	03/31/2023	Travel within City on CBE business (i.e. to schools)	\$47.94	other not disclosed	BUS mileage
Mileage	04/30/2023	Travel within City on CBE business (i.e. to schools)	\$88.23	other not disclosed	BUS mileage
Cell Phone	03/01/2023	Monthly Service Plan	\$35.18	other disclosed	telecom/cell phone
Cell Phone	04/01/2023	Monthly Service Plan	\$35.18	other disclosed	telecom/cell phone
College of Alberta School Superintendents (CASS) 2023 Annual Learning Conference	03/24/2023	Accommodations	\$346.62	travel	PD accommodation
CASS 2023 Annual Learning Conference	03/24/2023	Use of Personal vehicle to Edmonton, AB-Mar 22, 2023	\$333.54	travel	BUS mileage

Service ID:

Subscriber:MARTINE SAWATZKY

**Account Detail**

Assignment Martine Sawatzky  
Account No.

**Contract Detail \$ 30.00**

Contract Name

**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) \$ 0.00  
Browser Charge \$ 0.00

**Text Messages \$ 0.00**

Text Messages \$ 0.00

**Long Distance Charges \$ 0.00**

Long Distance Charges 0:00 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 \$ 1.68**

GST \$ 1.68

**Total \$ 35.18**



## Invoice Summary April 2023



Service ID:

Subscriber: MARTINE SAWATZKY

### Account Detail

Assignment Martine Sawatzky  
Account No.

### Contract Detail

**\$ 30.00**

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) \$ 0.00

Browser Charge \$ 0.00

### Text Messages

**\$ 0.00**

Text Messages \$ 0.00

### Long Distance Charges

**\$ 0.00**

Long Distance Charges \$ 0.00

### Roaming Charges

**\$ 0.00**

Voice Charges \$ 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**

Other Charges and Credits \$ 0.00

### Taxes

**\$ 1.68**

GST \$ 1.68

**Total \$ 35.18**

# FANTASYLAND HOTEL

17700 87 AVE  
EDMONTON AB T5T 4V4

Sawatzky , Martine

Confirmation Number:

Room Number:

Calgary, AB

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		(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, 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.

Section 1: Your Employee Information						To be completed by Employee	
Employee ID:*			First Name:* Martine		Last Name:* Sawatzky		
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			
22-03-23	Travel to CASS Learning Conference	Calgary	Edmonton	327			
24-03-23	Return from CASS Learning Conference	Edmonton	Calgary	327			
The total weekly km must be entered into the timesheet in PeopleSoft.				Total Kilometres	654		
Section 3:						To be completed by Employee and Approver	
The approver must create a PDF copy of the completed Travel Log and send to: <a href="mailto:cbeincoming@westcanadian.com">cbeincoming@westcanadian.com</a>							
Employee Signature:*			Time Approver Name:*				
Employee Phone:*		403-777-8720		Time Approver Signature:*			
Date DD-MM-YY: *		24-03-23	Time Approver Phone:*		Date DD-MM-YY:*		
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