

## expense | monthly tracking report

claimant | Weipert, Ken

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 (CDN\$)	Category	Expense Type
Cell Phone	03/15/23	Monthly Bill	\$49.88	other disclosed	telecom/cell phone
Cell Phone	04/15/23	Monthly Bill	\$49.88	other disclosed	telecom/cell phone
Complementary Curriculum and Pathways - National Inclusive Education Awards - Edmonton, AB	04/14/23	Mileage	\$326.40	travel	PD mileage

Subscriber:KEN WEIPERT

**Account Detail**

Assignment Ken Weipert

**Contract Detail****\$ 44.00**

Contract Name 3GB Pooled Voice &amp; D

**Options Charges****\$ 3.50**

Calgary BoE Cimpl Bundle \$ 3.50

**Voice Charges****\$ 0.00**

Charges for Additional Minutes \$ 0.00

Peak Minutes 584:00 min

Off Peak Minutes 61:00 min

Total Airtime Minutes 691:00 min

**Data Charges****\$ 0.00**

Data Volume (MB) 13017.4873 MB \$ 0.00

Browser Charge 0:00 min \$ 0.00

**Text Messages****\$ 0.00**

Text Messages 165 msg \$ 0.00

**Long Distance Charges****\$ 0.00**

Long Distance Charges 67:00 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: KEN WEIPERT

**Account Detail**

Assignment Ken Weipert

**Contract Detail****\$ 44.00**

Contract Name 3GB Pooled Voice &amp; D

**Options Charges****\$ 3.50**

Calgary BoE Cimpl Bundle \$ 3.50

**Voice Charges****\$ 0.00**

Charges for Additional Minutes \$ 0.00

Peak Minutes 603:00 min

Off Peak Minutes 88:00 min

Total Airtime Minutes 717:00 min

**Data Charges****\$ 0.00**

Data Volume (MB) 11347.9912 MB \$ 0.00

Browser Charge 0:00 min \$ 0.00

**Text Messages****\$ 0.00**

Text Messages 142 msg \$ 0.00

**Long Distance Charges****\$ 0.00**

Long Distance Charges 140:00 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**



## Travel &amp; 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](mailto:CBEAccountsPayable@cbe.ab.ca)) with a copy of your approved *Travel Within Alberta form*.

## Details of Trip | Please Print

Date: \_\_\_\_\_

Employee's Name \_\_\_\_\_ Vendor #: \_\_\_\_\_

School / Department to mail cheque to \_\_\_\_\_

Purpose of Trip / Name of Conference \_\_\_\_\_

Departure and Return Dates \_\_\_\_\_ Destination: \_\_\_\_\_

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
<b>Registration/Conference Fees</b>					
<b>Travel Costs</b>					
▪ 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)					Send original to Payroll for payment
<b>Accommodations at Single Rate</b>					
\$ _____ @ _____ Nights					
<b>Meals</b> (including tips) (excluding meals covered by Conference or Others)					
▪ Breakfast _____ @ \$12.00					
▪ Lunch _____ @ \$17.00					
▪ Dinner _____ @ \$26.00					
▪ Or Actual Expense					
<b>Telecommunication Charges</b> (Internet, phone calls)					
<b>Parking – in Calgary</b>					
<b>Parking – at Destination</b>					
<b>Other – Provide Details</b>					
<b>TOTAL COST OF TRIP</b>					
<b>CASH ADVANCE IF ANY–Ref # _____</b>					
<b>AMOUNT DUE TO (OWING BY) CLAIMANT</b>					
<b>GST Breakout Area</b>					

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.**



# Kilometre Travel Log

**Directions:** Complete this form to track kilometres travelled. To receive payment, please enter the total monthly kilometres into your timesheet in PeopleSoft, and then submit a signed digital copy to your Manager or Principal. You may wish to retain a copy for your own records.

Section 1: Your Employee Information					
First Name:		Last Name:			
Ken		Weipert			
Section 2: Trip Details:					
Date DD-MM-YY	Purpose of Trip	Trip Starts From	Trip Ends At	Distance in KM	
14-Apr-23	National Inclusive Education Awards	Area 5	West Edmonton Mall (return)	640	
The total monthly KM must be entered into the timesheet in PeopleSoft.		Total Kilometres	640		
Combo Code to be entered into PeopleSoft:			Date Entered DD-MM-YY:	4-May-23	
Section 3:					
The approver must create a PDF copy of the completed Travel Log and send to: cbeincoming@westcanadian.com					
Employee Signature:	Approver Name:		Joanne Pitman		
Employee Ph #:	Approver Signature:				
Employee ID:	Approver Ph #:		Date DD-MM-YY:		