expense | monthly tracking report

Version 2.3

claimant | Fenton, Trevor
position | Director, Facility Projects
level | Director
reporting period | May 1 to June 30, 2023
date of report | July 26, 2023

Calgary Board of Education

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN$)	Category	Expense Type	Payment Method	Allocation	Disclosure
Rogers Mobility	05/01/2023	Monthly Cell Phone bill	$46.20	other disclosed	telecom/cell phone	direct payment	100%	Bi-monthly
Rogers Mobility	06/30/2023	Monthly Cell Phone bill	$46.20	other disclosed	telecom/cell phone	direct payment	100%	Bi-monthly
Membership Dues	01/27/2023	Pcard expenses	$411.60	other disclosed	membership, due, fees	Pcard claimant's	100%	Bi-monthly
Nexus Conference	05/10/2023	Pcard expenses	$252.00	other disclosed	conferences & workshops	Pcard claimant's	100%	Bi-monthly
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Claimant Declaration

By submitting this form, I declare that I:

- have personally reviewed the forms in this report;
- confirm that all expenses were incurred for CBE business purposes and have been approved by my supervisor;
- confirm that all information included in this report is complete and accurate;
- understand that the information included in this report may be disclosed to the public as required by the CBE's administrative regulations, Alberta Government policies and legislation, or a FOIP request; and have reviewed the attached to ensure that all personal information has been removed or redacted.

Digitally signed by Trevor Fenton, P.Eng.
Date: 2023.07.27 08:52:30 -06'00'

2023-07-26

Fenton, Trevor date

Director, Facility Projects

For help completing the form consistently, please contact your finance specialist