

expense | monthly tracking report

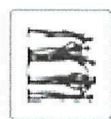
claimant | Nelson, Mike

position | Education Director

level | Director

reporting period | May 1 to June 30, 2023

date of report | August 4, 2023



Calgary Board
of Education

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Cell Phone	05/15/2023	Monthly Service Plan	\$49.88	other disclosed	telecom/cell phone
Cell Phone	06/15/2023	Monthly Service Plan	\$49.88	other disclosed	telecom/cell phone
CASS Conference, Okotoks AB	05/12/2023	Use of personal vehicle to Okotoks AB - May 12, 2023	\$48.00	Travel	BUS mileage
Registration fee for ISTE Conference	06/26/2023	Registration for Jun 26-28, 2023 Conference	\$934.93	Travel	PD course or registration fee
ISTE Conference, Philadelphia, PA, USA	06/24/2023	Return Airfare - Calgary, AB Canada - Philadelphia PA USA	\$966.66	Travel	BUS airfare/bus/rail
ISTE Conference, Philadelphia, PA, USA	06/24/2023	Accommodations	\$1,672.51	Travel	BUS accommodation
ISTE Conference, Philadelphia, PA, USA	06/24/2023	Taxi fare from Philadelphia Airport to FourPoints Hotel and from FourPoints Hotel to Philadelphia Airport	\$97.41	Travel	BUS airfare/bus/rail



Thank You For Registering!

Confirmation #14710043

Contact Information

Michael Nelson
Calgary Board of Education

Work:
728 32 Street NW
Calgary, Alberta T2N 2V9
Canada

Cell phone:
Email: e.ab.ca

Description	Cost
ISTELive 23 Philadelphia (CREG)	\$595.00
Basic Membership (STD)	\$85.00
Innovating Education with Esports: A Forum for Sharing Ideas (F110)	

USD 680

NOTE: All prices are in U.S. dollars.

Payment Information

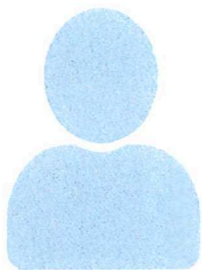
Your credit card has been charged: \$680.00

Transfer Policy

Purchases made through the ISTE Live registration site, including fees to attend ISTE Live 23, ISTE U's Summer Learning Academy, ISTE membership dues and registration bundles are nonrefundable, but they are transferable until June 12, 2023 (e-books are nonrefundable and nontransferable). Email iste@iste.org to initiate transferring your registration and/or membership to another educator. Note that requests made after June 12, 2023, will be considered on a case-by-case basis and may not be processed before the event start date. Registrants who are unable to participate in the live event and do not transfer their purchase will still have access to on-demand content post-event.

"Sponsor a colleague" funds are nonrefundable.

Welcome, Michael!



ACCOUNT

Contact Us

ISTE customer service

iste@iste.org

800.336.5191 (U.S. and Canada)

503.342.2848 (International)

Year-Round Mission Sponsors



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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

To be completed by Employee

Employee ID:*	27316	First Name:*	Michael	Last Name:*	Nelson
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To be completed by Employee

Record the date, purpose, beginning and ending locations, and distance of each trip on a separate row.

[illegible]

Total Kilometres



Total Kilometres	96
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PeopleSoft Time Approver

Combo Code entered into PeopleSoft

To be completed by Employee and Approver

The approver must create a PDF copy of the completed Travel Log and send to: cbeincoming@wcdconnect.com

Employee Signature:*			Time Approver Name:*	Andrea Holowka	
Employee Phone:*	(403) 0		Time Approver Signature:*		
Date DD-MM-YY: *	15-May-2023	Time Approver Phone:*	Andrea Holowka	Date DD-MM-YY:*	17-05-23

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 privacy/protection provisions of FOIP. If you have any questions about the FOIP Act, please access <http://www.cbe.ab.ca/legal/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.



Invoice Summary May 2023



Service ID:

Subscriber: MICHAEL NELSON

Account Detail

Assignment Michael Nelson
Account No.

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 748:00 min

Off Peak Minutes 144:00 min

Total Airtime Minutes 987:00 min

Data Charges

\$ 0.00

Data Volume (MB) 1689.9033 MB \$ 0.00

Browser Charge 0:00 min \$ 0.00

Text Messages

\$ 0.00

Text Messages 195 msg \$ 0.00

Long Distance Charges

\$ 0.00

Long Distance Charges 122:00 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



Invoice Summary June 2023



Service ID:

Subscriber: MICHAEL NELSON

Account Detail

Assignment Michael Nelson
Account No.

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 690:00 min
Off Peak Minutes 86:00 min
Total Airtime Minutes 852:00 min

Data Charges

\$ 0.00

Data Volume (MB) 2256.9658 MB \$ 0.00
Browser Charge 0:00 min \$ 0.00

Text Messages

\$ 0.00

Text Messages 210 msg \$ 0.00

Long Distance Charges

\$ 0.00

Long Distance Charges 87:00 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



Thank you, Michael! Your flights are booked.

Itinerary #


[View your trip](#)

[Download to your phone](#)



Traveller details

Michael William Nelson (Adult)

 View all ticketing details



Calgary (YYC) to Philadelphia (PHL)

Delta 7216 9:00 AM • Calgary, AB, Canada (YYC-Calgary Intl.) to Toronto, ON, Canada (YYZ-Pearson Intl.)

 a)

Delta, operated by WESTJET

Economy / Coach (X)

Sat, Jun 24, 9:00 AM - 2:30 PM

3h 30m flight duration



Layover: 3h 15m

Delta 3703 5:45 PM • Toronto, ON, Canada (YYZ-Pearson Intl.) to Detroit, MI, United States (DTW-Detroit Metropolitan Wayne County)

Terminal 3

Delta, operated by SUBSIDIARY/FRANCHISE

Economy / Coach (X)

Sat, Jun 24, 5:45 PM - 7:15 PM

1h 30m flight duration



Layover: 2h 20m

Delta 2402 9:35 PM • Detroit, MI, United States (DTW-Detroit Metropolitan Wayne County) to Philadelphia, PA, United States (PHL-Philadelphia Intl.)

Terminal EM

Economy / Coach (X)

Sat, Jun 24, 9:35 PM - 11:11 PM

1h 36m flight duration

Philadelphia (PHL) to Calgary (YYC)

Air Canada, operated by SUBSIDIARY/FRANCHISE

Air Canada 8933 4:15 PM • Philadelphia, PA, United States (PHL-Philadelphia Intl.) to Toronto, ON, Canada (YYZ-Pearson Intl.)


Terminal D

Airline confirmation: 2NFAO3 (Air Canada)

Air Canada, operated by SUBSIDIARY/FRANCHISE

Economy / Coach (W)

Wed, Jun 28, 4:15 PM - 5:55 PM
1h 40m flight duration

 **Layover: 2h 45m**

**Air Canada 157 8:40 PM • Toronto, ON, Canada (YYZ-Pearson Intl.) to
Calgary, AB, Canada (YYC-Calgary Intl.)**

Terminal 1

Economy / Coach (W)

Wed, Jun 28, 8:40 PM - 10:54 PM

4h 14m flight duration

**You have until 11:59 p.m. local time, date of booking to cancel this
flight for free**

Manage your itinerary



Travel confidently with the Expedia app

Manage your plans and make trip updates on the fly - wherever the journey
takes you. Explore the app

Price summary

Roundtrip flight*

*The roundtrip flight is a combination of two one-way tickets.

1 traveller CA \$786.00

Taxes & fees CA \$180.66

Total CA \$966.66

Unless and otherwise specified, rates are quoted in Canadian dollars.

View receipt

Important information

Li-Ng, Miranda

From: Nelson, Michael W
Sent: June 29, 2023 8:21 AM
To: Li-Ng, Miranda
Subject: FW: [EXTERNAL] Fwd: Your Wednesday afternoon trip with Uber

From: michael nelson < >
Sent: Wednesday, June 28, 2023 1:35 PM
To: Nelson, Michael W
Subject: [EXTERNAL] Fwd: Your Wednesday afternoon trip with Uber

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.

From: "Uber Receipts" <noreply@uber.com>
To: "michaelnelson" < >
Sent: Wednesday, June 28, 2023 1:35 PM
Subject: Your Wednesday afternoon trip with Uber

Uber

Total **\$38.90**
June 28, 2023

Thanks for riding, Mike

We hope you enjoyed your ride this afternoon.



Total\$38.90

Trip fare	\$31.17
Subtotal	\$31.17
Booking Fee 	\$2.85
PHL Airport Del Co Surcharge	\$0.40
PHL Airport Dropoff Surcharge	\$4.00
Philadelphia TNC Assessment Fee	\$0.48


Payments



Work MC 

6/28/23 1:15 PM

\$38.90

A temporary hold of \$38.90 was placed on your payment method . This is not a charge and will be removed. It should disappear from your bank statement shortly. [Learn More](#)

[Switch Payment Method](#)

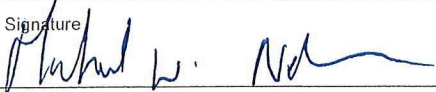
[Download PDF](#)



P-CARD MISSING RECEIPT

Certification of Unavailable Documentation

This form is to be completed for each credit card transaction that is not supported by a detailed receipt from the merchant. An image of this completed form must be linked to the appropriate transaction in BMO Spend Dynamics before the transaction can be reviewed by the Cardholders supervisor.

CARDHOLDER		
Cardholder Name Michael Nelson		
Card Number * * * * *	Phone Number	
Department / School Area 1		
Merchant Name Curb Philly Taxi	Transaction Date YYYY-MM-DD 2023-06-24	Transaction Amount \$ 44.81
<p>Description of purchase (what was purchased, why it was purchased, who was involved for things like PD or Food): Mike was on a business trip to Philadelphia, the taxi cost was USD 33.05 from PHL Airport to Four Points by Sheraton. Missed to obtain a receipt.</p> <p>Reason detailed receipt / documentation is not available (steps taken to obtain missing receipt): Mike was unable to obtain a receipt from the taxi driver after</p>		
Cardholder Missing Receipt Acknowledgement <ul style="list-style-type: none">• The information provided is a true and accurate description of the details of the purchase• I confirm that every attempt has been made to obtain a duplicate receipt by contacting the merchant. However, there has been failure to produce a receipt• All items purchased as part of this credit card transaction were for use by The CBE in my duties as an employee. No personal purchases were made• Original documentation is not in my possession and I will not seek reimbursement for the transaction I acknowledge that repeated lack of documentation could result in a cancelled relationship with the supplier and / or suspension of credit card privileges		
Cardholder Signature 	Date YYYY-MM-DD 2023/06/29	

Four Points Philadelphia City Center
 1201 Race Street
 Philadelphia, PA 19107
 United States
 Tel: 215-496-2700 Fax: 215-496-2715



MICHAEL NELSON

Page Number : Invoice Nbr :
 Guest Number :
 Folio ID : A
 Arrive Date : 24-JUN-23 23:25
 Depart Date : 28-JUN-23
 No. Of Guest : 1
 Room Number :
 Marriott Bonvoy Number :

Canada

Tax ID :

FP Philly City PHLCP JUN-28-2023 09:38 RHONDA

Date	Reference	Description	Charges (USD)	Credits (USD)
24-JUN-23	RT512	Room Chrg - Grp - Association	265.00	
24-JUN-23	RT512	PHILY LEVY	1.99	
24-JUN-23	RT512	State Tax	16.02	
24-JUN-23	RT512	City/Local Tax	2.67	
24-JUN-23	RT512	Occupancy/Tourism	22.69	
25-JUN-23	RT512	Room Chrg - Grp - Association	265.00	
25-JUN-23	RT512	PHILY LEVY	1.99	
25-JUN-23	RT512	State Tax	16.02	
25-JUN-23	RT512	City/Local Tax	2.67	
25-JUN-23	RT512	Occupancy/Tourism	22.69	
26-JUN-23	RT512	Room Chrg - Grp - Association	265.00	
26-JUN-23	RT512	PHILY LEVY	1.99	
26-JUN-23	RT512	State Tax	16.02	
26-JUN-23	RT512	City/Local Tax	2.67	
26-JUN-23	RT512	Occupancy/Tourism	22.69	
27-JUN-23	RT512	Room Chrg - Grp - Association	265.00	
27-JUN-23	RT512	PHILY LEVY	1.99	
27-JUN-23	RT512	State Tax	16.02	
27-JUN-23	RT512	City/Local Tax	2.67	

Continued on the next page

Four Points Philadelphia City Center
 1201 Race Street
 Philadelphia, PA 19107
 United States
 Tel: 215-496-2700 Fax: 215-496-2715



MICHAEL NELSON

Page Number : Invoice Nbr :
 Guest Number :
 Folio ID : A
 Arrive Date : 24-JUN-23 23:25
 Depart Date : 28-JUN-23
 No. Of Guest : 1
 Room Number : 512
 Marriott Bonvoy Number :

Canada

Date	Reference	Description	Charges (USD)	Credits (USD)
27-JUN-23		Occupancy/Tourism	22.69	
28-JUN-23				-1233.48

***For Authorizat

xxxxx:

Date	Time	Code	Authorized
24-JUN-23	23:24	003115	1378.00

Approve EMV Receipt for MC - ified

** Total	1233.48	-1233.48
*** Balance	0.00	

Continued on the next page