

expense | monthly tracking report

claimant | Pritchard, Lori

position | Education Director

level | Director

reporting period | January 1 to February 29, 2024

date of report | April 5, 2024



**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Kilometre Reimbursement	01/26/2024	Travel within Alberta	\$35.70	other disclosed	BUS mileage
Cell Phone	01/31/2024	Monthly Service Charge	\$35.18	other disclosed	telecom/cell phone
Cell Phone	02/24/2024	Monthly Service Charge	\$35.18	other disclosed	telecom/cell phone
Kilometre Reimbursement	02/29/2024	Travel	\$82.62	other disclosed	BUS mileage



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: _____

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
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 _____ km @ 51¢/km (submit on Km Payment Form to Payroll)					Send original to Payroll for payment
Accommodations at Single Rate					
\$_____ @ _____ Nights					
Meals (including tips) (excluding meals covered by Conference or Others)					
▪ Breakfast _____ @ \$12.00					
▪ Lunch _____ @ \$17.00					
▪ Dinner _____ @ \$26.00					
▪ Or Actual Expense					
Telecommunication Charges (Internet, phone calls)					
Parking – in Calgary					
Parking – at Destination					
Other – Provide Details					
TOTAL COST OF TRIP					
CASH ADVANCE IF ANY–Ref # _____					
AMOUNT DUE TO (OWING BY) CLAIMANT					
GST Breakout Area					

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 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](#)

Section 1: Your Employee Information

To be completed by Employee

Employee ID:*		First Name:*	Lori	Last Name:*	Pritchard
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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
18-Jan-2024	Education Plan Session	Ed Centre	Queen Elizabeth HS	3
31-Jan-2024	Elder Wanda Retirement Tea	Ed Centre	St. John Recept Centre	3
03-Feb-2024	Understanding the Past Symposium		Earnest Manning	38
05-Feb-2024	UofC Ceremony - Return	Ed Centre	UofC	13
12-Feb-2024	Collaborative Response	Ed Centre	Area 7 Office	13
12-Feb-2024	Ribbon Skirt Making	Area 7 Office	Henry Wisewood HS	7
13-Feb-2024	Ribbon Skirt Making	Ed Centre	Henry Wisewood HS	7
16-Feb-2024	Tsuut'ina ESA	Ed Centre	Starbucks	6
20-Feb-2024	Niitsitapi Learning Centre	Niitsitapi LC	Ed Centre	11
21-Feb-2024	Niitsitapi Learning Centre	Niitsitapi LC	Lazy Loaf	18
21-Feb-2024	AFCC	Lazy Loaf	Ed Centre	5
22-Feb-2024	New Blood Performance (return)	Ed Centre	Ernest Manning HS	18
27-Feb-2024	CM 3rd Year Schools Sessions	Area 4 Office	Ed Centre	10
28-Feb-2024	Elder Advisory Council	Niitsitapi LC	Ed Centre	11
28-Feb-2024	2024 Aisinna'kiiiks Dinner/Dialogue	Ed Centre	North Trail HS	20
The total weekly km must be entered into the timesheet in PeopleSoft.			Total Kilometres	183

PeopleSoft Time Approver

Combo Code entered into PeopleSoft

Section 3:

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:*	Darlene Unruh
Employee Phone:*		Time Approver Signature:*	
Date DD-MM-YY: *	08-Apr-2024	Time Approver Phone:*	Date DD-MM-YY:*

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 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 this collection of personal information, please contact a HR Employee Contact Centre Representative at 403-817-7333 to direct your question.

Service ID: Subscriber: LORI PRITCHARD

Account Detail		
Assignment Account No.	Lori Pritchard	
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	576:00 min	
Off Peak Minutes	214:00 min	
Total Airtime Minutes	835:00 min	
Data Charges		\$ 0.00
Data Volume (MB)	2767.9854 MB	\$ 0.00
Browser Charge	0:00 min	\$ 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 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

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Options Charges		\$ 3.50
Calgary BoE Cimpl Bundle		\$ 3.50
Voice Charges		\$ 0.00
Charges for Additional Minutes		\$ 0.00
Peak Minutes	911:00 min	
Off Peak Minutes	29:00 min	
Total Airtime Minutes	1017:00 min	
Data Charges		\$ 0.00
Data Volume (MB)	1566.7021 MB	\$ 0.00
Browser Charge	0:00 min	\$ 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 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