

expense | monthly tracking report

claimant | Cooper, Lori
position | Education Director
level | Director
reporting period | July 1 to August 31, 2024
date of report | Friday, October 4, 2024



**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Sweat Lodge	07/02/2024	Travel within Alberta	\$20.40	other disclosed	BUS mileage



Travel & 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) with a copy of your approved *Travel Within Alberta form*.

Details of Trip | Please Print Date: July 2, 2024

Employee's Name Lori Cooper Vendor #: _____

School / Department to mail cheque to Area 4 Office, Marlborough School Site

Purpose of Trip / Name of Conference Sweat Lodge

Departure and Return Dates July 2, 2024 Destination: Tsuut'ina Nation, Priddis

Description of Expenses (Please attach receipts)	Total Cost (Canadian Dollars)	Exchange Rate (for information purposes)	Amount Paid by CBE <small>Invoice/P-Card/ Amex/ Payroll for Mileage (including GST)</small>	Amount Paid by Claimant <small>For Out of Pocket Expenditures (including GST)</small>	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 <u>40</u> km @ 51¢/km (submit on Km Payment Form to Payroll)	20.40			20.40	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				20.40	BSMIL1663070903-1
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:*	Cooper
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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
02-Jul-2024	Sweat Lodge	Home	Tsuut'ina Nation	20
02-Jul-2024	Sweat Lodge	Tsuut'ina Nation	Home	20

The total weekly km must be entered into the timesheet in PeopleSoft.	Total Kilometres	40
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PeopleSoft Time Approver

Combo Code entered into PeopleSoft	BSMIL1663070903-1
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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:*	Mike Nelson
Employee Phone:*		Time Approver Signature:*	
Date DD-MM-YY: *	04-Jul-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.



**Calgary Board
of Education**

Authorization for travel within Alberta

Name of employee: Cooper, Lori M

Position: Education Director

School or department: Office of the Director - Area 4

Name of Event/Conference: Sweat Lodge

Purpose of travel/name of conference: Participant

Location(s) travelled to: 38 Bullhead Road, Tsuut'ina Nation

Departure date: 7/2/2024

Return date: 7/2/2024

Estimated total cost of travel: \$ 25.00

Specified Expenses

Mileage

Budget to be charged/source of funding: School Improvement PL (Core Curriculum)

Additional Supporting Information

Approver: Nelson, Michael W

Request Status: Approved

Comments:

Request Audit Log:

6/28/2024 12:42:00 PM - Request Created by Cooper, Lori M

6/28/2024 12:44:30 PM - Request Saved by Cooper, Lori M

6/28/2024 12:44:36 PM - Request Submitted by Cooper, Lori M

6/28/2024 1:55:41 PM - Request Approved by Nelson, Michael W

This form is for reference only, it does not constitute a corporate record.

