

# expense | monthly tracking report

claimant | Pitman, Joanne  
position | Chief Superintendent of Schools  
level | Superintendent  
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
Cell Phone	07/15/2024	Monthly Invoice	\$50.09	other disclosed	telecom/cell phone
Ceremony for Aako'katsin (Sundance) - Standoff AB	08/02/2024	Mileage	\$106.08	travel	BUS mileage
Cell Phone	08/15/2024	Monthly Invoice	\$128.84	other disclosed	telecom/cell phone

Service ID: Subscriber: JOANNE PITMAN

<b>Account Detail</b>	
Assignment Account No.	Joanne Pitman
<b>Contract Detail</b>	
	<b>\$ 44.20</b>
Contract Name	5GB Pooled Voice & D
<b>Options Charges</b>	
	<b>\$ 3.50</b>
Calgary BoE Cimpl Bundle @ \$3.50	\$ 3.50
<b>Voice Charges</b>	
	<b>\$ 0.00</b>
Charges for Additional Minutes	\$ 0.00
Peak Minutes	
Off Peak Minutes	
Total Airtime Minutes	
<b>Data Charges</b>	
	<b>\$ 0.00</b>
Data Volume (MB)	\$ 0.00
Browser Charge	\$ 0.00
<b>Text Messages</b>	
	<b>\$ 0.00</b>
Text Messages	\$ 0.00
<b>Long Distance Charges</b>	
	<b>\$ 0.00</b>
Long Distance Charges	\$ 0.00
<b>Roaming Charges</b>	
	<b>\$ 0.00</b>
Voice Charges	\$ 0.00
Data Charges	\$ 0.00
<b>Other Fees</b>	
	<b>\$ 0.00</b>
411 Service	\$ 0.00
Monthly Access Fees	\$ 0.00
Discount	\$ 0.00
<b>Other Charges and Credits</b>	
	<b>\$ 0.00</b>
Other Charges and Credits	\$ 0.00
<b>Taxes</b>	
	<b>\$ 2.39</b>
GST	\$ 2.39
<b>Total</b>	
	<b>\$ 50.09</b>



**Must** be completed upon return from every business trip for reporting purposes and any out of pocket expenditures. Return completed to Accounts Payable with a copy of your approved *Travel Within Alberta form*.

**Details of Trip | Please Print**

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

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

School / Department to mail cheque to Office of the Chief Superintendent

Purpose of Trip / Name of Conference Ceremony for Aako'katsin (Sundance)

Departure and Return Dates Aug 2 2024 Destination: Standoff AB

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 <u>208</u> km @ 51¢/km (submit on Km Payment Form to Payroll)	\$106.08			\$106.08	Send original to Payroll for payment
<b>Accommodations at Single Rate</b>					
\$ _____ @ _____ Nights					
<b>Meals (including tips) (excluding meals covered by Conference or Others)</b>					
▪ Breakfast _____ @ \$12.00					
▪ Lunch _____ @ \$17.00					
▪ Dinner _____ @ \$26.00					
▪ Or Actual Expense					
<b>Telecommunication Charges (Internet, phone calls)</b>					
<b>Parking – in Calgary</b>					
<b>Parking – at Destination</b>					
<b>Other – Provide Details</b>					
<b>TOTAL COST OF TRIP</b>	\$106.08				
<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 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*

<b>Employee ID:*</b>	214042	<b>First</b>	Joanne	<b>Last Name:*</b>	Pitman
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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 <small>DD-MM-YY</small>	Purpose for Trip	Trip Starts From	Trip Ends At	Distance in km
02-Aug-2024	Ceremony for Aako'katsin- Sundance	Calgary, AB	Standoff, AB	204
02-Aug-2024	Ceremony for Aako'katsin -Sundance	Standoff, AB	Calgary AB	204
			As per AR 2060	-200
			<b>Total Kilometres</b>	<b>208</b>

**The total weekly km must be entered into the timesheet in PeopleSoft.**

**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:

<b>Employee Signature:*</b>  <b>Employee Phone:*</b>	<b>Time Approver Name:*</b>  <b>Time Approver Signature:*</b>
<b>Date</b> <small>DD-MM-YY: *</small> 09-Aug-2024 <b>Time Approver</b>	<small>-MM-YY:*</small>

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<b>Voice Charges</b>	
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Charges for Additional Minutes	\$ 0.00
Peak Minutes	
Off Peak Minutes	
Total Airtime Minutes	
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Data Volume (MB)	\$ 0.00
Browser Charge	\$ 0.00
<b>Text Messages</b>	
	<b>\$ 0.00</b>
Text Messages	\$ 0.00
<b>Long Distance Charges</b>	
	<b>\$ 0.00</b>
Long Distance Charges	\$ 0.00
<b>Roaming Charges</b>	
	<b>\$ 0.00</b>
Voice Charges	\$ 0.00
Data Charges	\$ 0.00
<b>Other Fees</b>	
	<b>\$ 0.00</b>
411 Service	\$ 0.00
Monthly Access Fees	\$ 0.00
Discount	\$ 0.00
<b>Other Charges and Credits</b>	
	<b>\$ 75.00</b>
Roam Like Home Int'l	\$ 75.00
<b>Taxes</b>	
	<b>\$ 6.14</b>
GST	\$ 6.14
<b>Total</b>	
	<b>\$ 128.84</b>