

expense | monthly tracking report

claimant | Ard, Ann

position | Education Director

level | Director

reporting period | March 1 to April 30, 2024

date of report | Friday, June 7, 2024



**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Cell Phone	03/16/2024	Monthly service fee	\$35.18	other disclosed	telecom/cell phone
Cell Phone	04/16/2024	Monthly service fee	\$220.82	other disclosed	telecom/cell phone
Multijurisdictional in person meeting - Lumen Christi Catholic Education, Edmonton	03/26/2024	Business Travel	\$196.68	travel	PD accommodation
Multijurisdictional in person meeting - Lumen Christi Catholic Education, Edmonton	03/26/2024	Business Travel	\$52.00	travel	PD food/non alcoholic beverage

Subscriber:ANN ARD

Account Detail

Assignment Ann Ard

Contract Detail

\$ 30.00

Contract Name

Options Charges

\$ 3.50

Calgary BoE Cimpl Bundle

\$ 3.50

Voice Charges

\$ 0.00

Charges for Additional Minutes

\$ 0.00

Peak Minutes

Off Peak Minutes

Total Airtime Minutes

Data Charges

\$ 0.00

Data Volume (MB)

\$ 0.00

Browser Charge

\$ 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

Data Charges

\$ 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

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: _____

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					PCard
Meals (including tips) (excluding meals covered by Conference or Others)					
▪ Breakfast _____ @ \$12.00					
▪ Lunch _____ @ \$17.00					
▪ Dinner _____ @ \$26.00					888888000880
▪ 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					888888888888
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.



**Calgary Board
of Education**

Authorization for travel within Alberta

Name of employee: Ard, Ann

Position: Education Director

School or department: Office of the Director - Area 5

Name of Event/Conference: Alberta Multi-district New Curriculum Meeting

Purpose of travel/name of conference: participant

Location(s) travelled to: Lumen Christi Catholic Education Centre, Edmonton

Departure date: 3/18/2024

Return date: 3/19/2024

Estimated total cost of travel: \$ 640.00

Specified Expenses

hotel \$200, mileage shared between 4 people \$350, meals \$90

Budget to be charged/source of funding: School Improvement, Core Curriculum Professional Learning

Additional Supporting Information

This meeting is one of the greatest opportunities for us to build provincial networks directly connected to new curriculum. This group meets on a regular basis (every couple months) online or in-person. CBE hosted the event in October. These connections provide timely practical sharing of relevant practice related to new curriculum implementation.

Approver: Unruh, Darlene L

Request Status: Submitted

Comments:

Request Audit Log:

3/13/2024 2:41:02 PM - Request Created by Ard, Ann

3/13/2024 2:47:26 PM - Request Submitted by Ard, Ann

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



Hampton Inn - Edmonton Sherwood Park, Alberta,
 Canada
 950 Emerald Dr, Sherwood Park T8H 0W6 CA
 7804491609
 YEGSP_Hampton@Hilton.com

Date Range: Mar 18, 2024 - Mar 19, 2024
 Tax ID :

Guest Folio

Primary Guest

Guest Name
 Address
 City, State, Zip Code
 Country

Ard, Ann

 CA

ADDN GUESTS

Hilton Honors

Member

Stay Details

Check In Date
 Check Out Date
 Room
 Source
 Guests

Mar 18, 2024
 Mar 19, 2024
 NKRUV - 410
 OTHER
 1/0

Company Details

Name
 Tax ID
 PO Number
 Account Name

Other Details

Bill Number
 Tax Exemption NO
 Tax Exempt Date
Travel Agent
 IATA
 Name

Date	Type	Description	Amount
Mar 18, 2024	Charge	GUEST ROOM	\$180.44
Mar 18, 2024	Tax	RM - GS TAX	\$9.02
Mar 18, 2024	Tax	RM - OCCUPANCY TAX	\$7.22
Mar 19, 2024	Payments		-\$196.68

Summary

Type	Amount
GUEST ROOM	\$180.44
RM - GS TAX	\$9.02
RM - OCCUPANCY TAX	\$7.22
CREDIT CARD	\$196.68
Folio Balance	\$0.00

Check In Time 04:16 PM Reservations hiltonhotels.com or +1-800-HILTONS
 Check Out Time 07:25 AM



Subscriber:ANN ARD

Account Detail	
Assignment	Ann Ard
Contract Detail	
	\$ 30.00
Contract Name	
Options Charges	
	\$ 173.50
Calgary BoE Cimpl Bundle	\$ 3.50
Voice Charges	
	\$ 0.00
Charges for Additional Minutes	\$ 0.00
Peak Minutes	
Off Peak Minutes	
Total Airtime Minutes	
Data Charges	
	\$ 0.00
Data Volume (MB)	\$ 0.00
Browser Charge	\$ 0.00
Text Messages	
	\$ 6.80
Text Messages	\$ 6.80
Long Distance Charges	
	\$ 0.00
Long Distance Charges	\$ 0.00
Roaming Charges	
	\$ 0.00
Voice Charges	\$ 0.00
Data Charges	\$ 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	
	\$ 10.52
GST	\$ 10.52
Total	
	\$ 220.82