

expense | monthly tracking report

claimant | Cooper, Lori

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
CASS Annual Learning Conference 2024	03/18/2024	Business Travel	\$196.68	travel	PD accommodation
CASS Annual Learning Conference 2024	03/18/2024	Busines Travel	\$52.00	travel	PD food/non alcoholic beverage

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: <u>March 20, 2024</u>
Employee's Name <u>Lori Cooper</u>	Vendor#: _____
School / Department to mail cheque to <u>Area 4/ Core Curriculum & Assessment K-12</u>	
Purpose of Trip/ Name of Conference <u>CASS Annual Learning Conference 2024</u>	
Departure and Return Dates <u>March 18-19, 2024</u> Destination: <u>Edmonton, Alberta</u>	

Description of Expenses (Please attach receipts)	Total Cost (Canadian Dollars)	Exchange Rate (for information purposes)	Amount Paid by CBE Invoice/P-Card/ Arre./ 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					
\$ <u>196.68</u> @ <u>1</u> Nights	196.68		196.68		
Meals (including tips) (excluding meals covered by Conference or Others)					
• Breakfast _____ @ \$12.00					
• Lunch _____ @ \$17.00					
• Dinner <u>2</u> @ \$26.00	52.00			52.00	
• 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				52.00	
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: Cooper, Lori M

Position: Education Director

School or department: Office of the Director - Area 4

Name of Event/Conference: Curriculum Meeting (Multi-District)

Purpose of travel/name of conference: Participant

Location(s) travelled to: Edmonton

Departure date: 3/18/2024

Return date: 3/19/2024

Estimated total cost of travel: \$ 640.00

Itemized Expenses

Hotel: \$200

Mileage: \$350 (4 persons in one vehicle)

Meals: \$90

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

Additional Reporting Information

Approver: Nelson, Michael W

Request Status: Approved

Comments:

Request Audit Log

3/11/2024 4:16:12 PM - Request Created by Cooper, Lori M

3/11/2024 4:18:43 PM - Request Saved by Cooper, Lori M

3/11/2024 4:18:53 PM - Request Submitted by Cooper, Lori M

3/11/2024 5:51:56 PM - Request Approved by Nelson, Michael W

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

COOPER, LORI

Hilton Honors

Member

Stay Details

Check In Date Mar 18, 2024
 Check Out Date Mar 19, 2024
 Room NKRUV - 418
 Source OTHER
 Guests 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 04:19 PM Reservations hiltonhotels.com or +1-800-HILTONS
 Check Out Time 07:18 AM

