expense | monthly tracking report

claimant | Fletcher, Aubrey position | Education Director

reporting period | March 1 to April 30, 2024 date of report | Friday, June 7, 2024 level | Director

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Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDNS)	Category	Expense Type
CASS Annual Learning Conference Edmonton, AB	03/20/2024	03/20/2024 Registration for March 20-22,2024 Conference	\$735.00 travel	travel	PD course or registration fee
CASS Annual Learning Conference Edmonton, AB	03/20/2024	Accommodations	\$519.93	.93 travel	BUS accommodation
CASS Annual Learning Conference Edmonton, AB	03/20/2024	Use of personal vehicle to Edmonton, AB - March 20-22, 2024	\$311.00	.00 travel	BUS mileage
CASS Annual Learning Conference Edmonton, AB	03/20/2024 meal	meal	\$52.00	2.00 travel	PD food/non alcoholic beverage



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: You		ormation	#1 T TO TO T	10 Caronata 1 Car	10110000001			hu Employee
			200.200		I was a second		To be completed	by Employee
Employee ID:*	030407	First Name:*	Aubre	у	Last Na	lame:* Fletcher		
Section 2: Trip Record the date,		ng and ending locati	ions, an	d distance of each	trip on a sep		To be completed row.	by Employee
Date DD-MM-YY		se for Trip		Trip Starts From		Trip Ends At Dista		Distance in km
19-Mar-2024	CASS	conference		Area 1		Fantasyland Hotel		311
						17700 87 Ave NW Edm		
22-Mar-2024	return	to Calgary		Fantasyland Ho	tei		Area 1	311
The total weekly	km must be ent	ered into the times	sheet in	PeopleSoft.	To	Total Kilometres 622		
PeopleSoft Time								
Combo Code ent	tered into People	Soft			1			
Section 3: The approver must	st create a PDF o	opy of the complete	d Trave	Log and send to:			ed by Employee a	and Approver
Employee Signature:*	1 H	dot		Time Approver N	Name:*	Michael W Nelson		
Employee Phone	2:01			Time Approver \$	Signature:*			
Date DD-MM-YY: *	22-Mar-2024	Time App Phone:*	rover			Dat	e DD-MM-YY:	
management of person privacyprotection provi	nel and for the deliver sions of FOSP. If you h	uthority of Alberta's Free y of various Human Reso ave any questions about ion, please contact the E	the FOIP	grams at the Calgary Bo Act, please access http://	ard of Educatio	n. It will	be treated in accordance	e with the



17700 87 AVE EDMONTON AB T5T 4V4

Fletcher , Aubrey Confirmation Number:

1221 8st SW Room Number:

CAlgary, AB T2R 0L4 Room Type:

No. of Guests: 2

	W. A. State Co. L. C. A. L.	DED LOSS INC.	
	RATE PLAN	DEPARTURE	ARRIVAL
	GROUP	03/22/2024	03/19/2024
AMOUNT (CAD)	ION	CODE DESCRIPT	DATE
159.00	ge	RM Room Cha	03/19/2024
6.36	rism Levy	RT Alberta Tou	03/19/2024
7.95	1368 RT	GST GST 84586	03/19/2024
159.00	ge	RM Room Cha	03/20/2024
6.36	rism Levy	RT Alberta Tou	03/20/2024
7.95	1368 RT	GST GST 84586	03/20/2024
159.00	ge	RM Room Char	03/21/2024
6.36	rism Levy	RT Alberta Tou	03/21/2024
7.95	1368 RT	GST GST 84586	03/21/2024
(519.93)	t*:	MC MasterCard	03/22/2024
TOTAL DUE: 0			

TERMS:

If a credit card was provided upon check-in, a hold was placed on the card for the full amount to be owed to the hotel, plus estimated incidentals. This hold may display as pending for telephone or online banking portals and may not be released for 72 hours or longer after departure at the discretion of your card issuer.

admin=cass.ab.ca@mailout.cassalberta.ca on behalf of CASSAlberta.ca <admin@cass.ab.ca>

Dear Aubrey Fletcher,

Thank you for registering for the **2024 Annual Learning Conference** details, including the program at a glance, are available at: https://cass.ab.ca/2024-annual-learning-conference/

Order Summary

Order #:

9730

Transaction ID:

Credit Card:

MasterCard

Card #:

Authorization Code:

Amount Paid:

\$735.00

Order Timestamp:

Feb 12, 2024 (11:36:41)

Event Details

Title:

2024 Annual Learning Conference

(Conference Registration)

March 20, 2024

Date(s):

March 21, 2024

March 22, 2024

Location: Fantasyland Hotel (Edmonton)

Registrant Information

First Name:

Aubrey

Last Name:

Fletcher

Email Address:

Primary Phone:

School Authority:

Calgary Board of Education

Jurisdiction Type:

CASS

Zone:

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Position:

Education Director

Are you a CASS Member?: Yes

Registrant Cost:

\$735.00

Breakout Sessions