

expense | monthly tracking report

claimant | Howell, Michelle
 position | Education Director
 level | Director
 reporting period | March 1 to April 30, 2024
 date of report | June 7, 2024



**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Cell Phone	03/31/2024	Monthly Service Plan	\$128.63	other disclosed	telecom/cell phone
Cell Phone	04/30/2024	Monthly Service Plan	\$160.13	other disclosed	telecom/cell phone
CASS 2024 First Nations, Metis and Inuit Education Gathering	04/30/2024	Use of personal vehicle to CASS Conference Edmonton, AB - Apr 2024	\$326.40	travel	PD mileage
CASS 2024 First Nations, Metis and Inuit Education Gathering	04/26/2024	Registration for Apr 24-26, 2024 Conference	\$655.00	travel	PD course or registration fee
CASS 2024 First Nations, Metis and Inuit Education Gathering	04/26/2024	Accommodations	\$346.62	travel	PD accommodation
CASS 2024 First Nations, Metis and Inuit Education Gathering	04/26/2024	Meal	\$26.00	travel	PD food/non alcoholic beverage

Service ID: Subscriber:AREA 6 OFFICE

Account Detail	
Assignment	Michelle Howell
Account No.	
Contract Detail	
	\$ 44.00
Contract Name	3GB Pooled Voice & D
Options Charges	
	\$ 73.50
Calgary BoE Cimpl Bundle @ \$3.50	\$ 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	
	\$ 5.00
Text Messages	\$ 5.00
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	
	\$ 6.13
GST	\$ 6.13
Total	
	\$ 128.63

Service ID: Subscriber:AREA 6 OFFICE

Account Detail	
Assignment	Michelle Howell
Account No.	
Contract Detail	
	\$ 44.00
Contract Name	3GB Pooled Voice & D
Options Charges	
	\$ 103.50
Calgary BoE Cimpl Bundle @ \$3.50	\$ 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	
	\$ 5.00
Text Messages	\$ 5.00
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	
	\$ 7.63
GST	\$ 7.63
Total	
	\$ 160.13



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>April 30, 2024</u>
Employee's Name <u>Michelle Howell</u>	Vendor #: _____
School / Department to mail cheque to <u>Area 6</u>	
Purpose of Trip / Name of Conference <u>CASS Event</u>	
Departure and Return Dates <u>April 24-26, 2024</u>	Destination: <u>Edmonton</u>

Description of Expenses (Please attach receipts)	Total Cost (Canadian Dollars)	Exchange Rate <small>(for information purposes)</small>	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	655.00		655.00		
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>640</u> km @ 51¢/km (submit on Km Payment Form to Payroll)	326.40			326.40	Send original to Payroll for payment
Accommodations at Single Rate					
\$ <u>173.31</u> @ <u>2</u> Nights	346.62		346.62		
Meals (including tips) (excluding meals covered by Conference or Others)					
▪ Breakfast _____ @ \$12.00					
▪ Lunch _____ @ \$17.00					
▪ Dinner <u>1</u> @ \$26.00	26.00			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				352.40	
GST Breakout Area				15.90	

I certify that the above claim is correct:

Michelle Howell
Claimant's Signature

Darlene Unruh
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			<i>To be completed by Employee</i>		
Employee ID:*		First Name:*	Michelle	Last Name:*	Howell
Section 2: Trip Details:			<i>To be completed by Employee</i>		
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	
24-Apr-2024	CASS Conference	Calgary	West Edmonton Mall	320	
26-Apr-2024	CASS Conference	West Edmonton Mall	Calgary	320	
The total weekly km must be entered into the timesheet in PeopleSoft.			Total Kilometres	640	
PeopleSoft Time Approver					
Combo Code entered into PeopleSoft					
Section 3:			<i>To be completed by Employee and Approver</i>		
The approver must create a PDF copy of the completed Travel Log and send to: cbeincoming@wcdconnect.com					
Employee Signature:*		Time Approver Name:*			
Employee Phone:*	(403) 777-8780	Time Approver Signature:*			
Date DD-MM-YY: *	30-Apr-2024	Time Approver Phone:*		Date DD-MM-YY:*	
<small>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.</small>					

EVENT REGISTRATION



Thank You! Registration Complete

✓ Thank you for registering with CASSAlberta! You will be receiving a confirmation email shortly. If you do not receive this email within 30 minutes, please contact admin@cass.ab.ca (mailto:admin@cass.ab.ca)

Print

Order

Registrant #1: **Michelle Howell** ✓

Email Address:

Primary Phone:

School Authority: Calgary Board of Education

Jurisdiction Type: Public School Authority

Zone:

Position: Education Director

Breakout Sessions

- **1.1 Elder/Knowledge Keeper Circle Teachings re: Kinship Relations (Blackfoot)** -- Apr 25, 2024 (10:00 a.m. - 12:00 p.m.)
- **2.4 Embodying the Spirit and Intent of Treaties: Education Services Agreements** -- Apr 25, 2024 (1:30 p.m. - 2:30 p.m.)
- **3.2 Student Panel: Living the ATEP Guiding Values** -- Apr 25, 2024 (3:00 p.m. - 4:00 p.m.)
- **4.2 Indigenous Equity and Resilience** -- Apr 26, 2024 (10:00 a.m. - 11:00 a.m.)

Order Items

ITEM

COST

3-Day Gathering <ul style="list-style-type: none"> • Day 1 - Indigenous Education Gathering Apr 24, 2024 (7:00 pm-10:00 pm) • Day 2 - Indigenous Education Gathering Apr 25, 2024 (7:00 am-4:00 pm) • Day 3 - Indigenous Education Gathering Apr 26, 2024 (7:00 am-1:00 pm) 	\$655.00
<ul style="list-style-type: none"> • Banquet Dinner Apr 25, 2024 (6:00 pm-9:00 pm) 	No Charge

Registrant Cost: \$655.00

Event Details

Title: 2024 First Nations, Métis and Inuit Education Gathering

Date(s):

- April 24, 2024
- April 25, 2024
- April 26, 2024

Location: Fantasyand Hotel, Edmonton

Order Summary

Transaction ID:

Total Registrants: 1

Credit Card:

Card #: XXXX

Authorization Code: 00

Amount Paid: \$655.00

Order Timestamp: Apr 11, 2024 (10:27 am)

CASSAlberta Event Registration

FANTASYLAND HOTEL

17700 87 AVE
EDMONTON AB T5T 4V4

Howell , Michelle
1123 87Ave SW
Calgary, AB T2V 0W2

Confirmation Number:
Room Number: XXX
Room Type: NEXKGN
No. of Guests: 1

ARRIVAL	DEPARTURE	RATE PLAN
04/24/2024	04/26/2024	GROUP

DATE	CODE	DESCRIPTION	AMOUNT (CAD)
04/24/2024	RM	Room Charge	159.00
04/24/2024	RT	Alberta Tourism Levy	6.36
04/24/2024	GST	GST 845861368 RT	7.95
04/25/2024	RM	Room Charge	159.00
04/25/2024	RT	Alberta Tourism Levy	6.36
04/25/2024	GST	GST 845861368 RT	7.95
04/26/2024	MC	MasterCard *****	(346.62)

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.