

expense | monthly tracking report

claimant | Nelson, Mike
 position | Superintendent, School Improvement
 level | Superintendent
 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 (CAD\$)	Category	Expense Type
Cell phone	03/15/2024	Monthly invoice	\$175.88	other disclosed	telecom/cell phone
CASS Annual Learning Conference	03/08/2024	Registration	\$735.00	travel	PD course or registration fee
CASS Annual Learning Conference	03/26/2024	Kilometre reimbursement	\$313.14	travel	PD mileage
CASS Annual Learning Conference	03/22/2024	Fantasyland Hotel	\$519.83	travel	PD accommodation
CASS Annual Learning Conference	03/26/2024	Per Diem meals	\$64.00	travel	PD food/non alcoholic beverage
Cell phone	04/15/2024	Monthly invoice	\$49.88	other disclosed	telecom/cell phone

Service ID

Subscriber:MICHAEL NELSON

Account Detail

Assignment Michael Nelson
Account No.

Contract Detail

\$ 44.00

Contract Name 3GB Pooled Voice & D

Options Charges

\$ 123.50

Calgary BoE Cimpl Bundle \$ 3.50

Voice Charges

\$ 0.00

Charges for Additional Minutes \$ 0.00

Peak Minutes 328:00 min

Off Peak Minutes 165:00 min

Total Airtime Minutes 642:00 min

Data Charges

\$ 0.00

Data Volume (MB) 4642.0200 MB \$ 0.00

Browser Charge 0:00 min \$ 0.00

Text Messages

\$ 0.00

Text Messages 165 msg \$ 0.00

Long Distance Charges

\$ 0.00

Long Distance Charges 113:00 min \$ 0.00

Roaming Charges

\$ 0.00

Voice Charges 2:00 min \$ 0.00

Data Charges 1065.2300 MB \$ 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

\$ 8.38

GST \$ 8.38

Total \$ 175.88

Northey, Norma E

From: admin=cass.ab.ca@mailout.cassalberta.ca on behalf of CASSAlberta.ca
<admin@cass.ab.ca>
Sent: March 8, 2024 10:54 AM
To: Northey, Norma E
Subject: [EXTERNAL] CASSAlberta Registration (Order #:

ATTENTION: This message came from outside of the CBE and could be Spam or Phishing.
Do not click links or open attachments unless you recognize the sender and you are certain that the content is safe. [\[Learn More\]](#)
Forward suspicious messages to phishing@cbe.ab.ca.

Below is a registration summary from **Order #**.

Order Summary

Order #:
Transaction ID:
Credit Card:
Card #:
Authorization Code:
Amount Paid: \$735.00
Order Timestamp:

Event Details

Title: 2024 Annual Learning Conference
(Conference Registration)
Date(s):

- March 20, 2024
- March 21, 2024
- March 22, 2024

Location: Fantasyland Hotel (Edmonton)

Registrant Information

First Name: Michael W.
Last Name: Nelson
Email Address:

Primary Phone:	403-817-7600
School Authority:	Calgary Board of Education
Jurisdiction Type:	Public School Authority
Zone:	5
Position:	Interim Superintendent, School Improvement
Are you a CASS Member?:	Yes
Registrant Cost:	\$735.00

Breakout Sessions

- **Navigating the Intersection of Artificial Intelligence and Legal Implications in the K-12 Education Sector in Alberta** -- Mar 21, 2024 (10:00 a.m. - 12:00 p.m.)
- **System Education Leaders' Approaches to Supporting Numeracy and Mathematics Learning** -- Mar 21, 2024 (1:00 p.m. - 3:00 p.m.)
- **Cultivating Systemness Through Leadership Development** -- Mar 22, 2024 (9:30 a.m. - 10:30 a.m.)
- **Role-Alike: Inclusion and Curriculum** -- Mar 22, 2024 (10:45 a.m. - 12:15 p.m.)

Order Items

Item	Cost
<ul style="list-style-type: none"> • Pre-conference Session #1 - AI Implications for Policy & Practice Mar 20, 2024 (10:00 am-4:00 pm) 	\$150.00
<i>CONFERENCE (3 day event)</i>	
<ul style="list-style-type: none"> • Day 1 Mar 20, 2024 (7:00 pm-10:00 pm) • Day 2 Mar 21, 2024 (8:30 am-3:00 pm) • Day 3 Mar 22, 2024 (8:30 am-12:30 pm) 	\$585.00

To support your learning prior to and after this learning opportunity, please visit the [CASS Resource Library](#). The resource library, designed for system leader's needs, provides searchable access to CASS resources and tools, conference presentations and supports for implementation for professional practice.

Thank you for your registration,

CASS.ab.ca
admin@cass.ab.ca

FANTASYLAND HOTEL

17700 87 AVE
EDMONTON AB T5T 4V4

Nelson , Michael W.

Calgary, AB T2r 0M4

Confirmation Number:

Room Number:

Room Type:

No. of Guests: 1

ARRIVAL DEPARTURE RATE PLAN
03/19/2024 03/22/2024

DATE	CODE	DESCRIPTION	AMOUNT (CAD)
03/19/2024	RM	Room Charge	159.00
03/19/2024	RT	Alberta Tourism Levy	6.36
03/19/2024	GST	GST 845861368 RT	7.95
03/20/2024	RM	Room Charge	159.00
03/20/2024	RT	Alberta Tourism Levy	6.36
03/20/2024	GST	GST 845861368 RT	7.95
03/21/2024	RM	Room Charge	159.00
03/21/2024	RT	Alberta Tourism Levy	6.36
03/21/2024	GST	GST 845861368 RT	7.95
03/22/2024	MC	MasterCard *****	(519.93)

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.



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*

Employee ID:*	First Name:* Michael W.	Last Name:* Nelson
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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 DD-MM-YY	Purpose for Trip	Trip Starts From	Trip Ends At	Distance in km
19-Mar-2024	CASS 2024 Learning Conference	Calgary	Edmonton Return	614

The total weekly km must be entered into the timesheet in PeopleSoft.	Total Kilometres	614
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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: cbeincoming@wcdconnect.com

Employee Signature:*		Time Approver Name:*	Joanne Pitman
Employee Phone:*	4038177600	Time Approver Signature:*	
Date DD-MM-YY: *	26-Mar-2024	Time Approver Phone:*	403-817-7902
		Date DD-MM-YY:*	APR 03 2024

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Invoice Summary April 2024



Service ID:

Subscriber:MICHAEL NELSON

Account Detail		
Assignment	Michael Nelson	
Account No.		
Contract Detail		\$ 44.00
Contract Name	3GB Pooled Voice & D	
Options Charges		\$ 3.50
Calgary BoE Cimpl Bundle		\$ 3.50
Voice Charges		\$ 0.00
Charges for Additional Minutes		\$ 0.00
Peak Minutes	649:00 min	
Off Peak Minutes	123:00 min	
Total Airtime Minutes	975:00 min	
Data Charges		\$ 0.00
Data Volume (MB)	3880.4668 MB	\$ 0.00
Browser Charge	0:00 min	\$ 0.00
Text Messages		\$ 0.00
Text Messages	239 msg	\$ 0.00
Long Distance Charges		\$ 0.00
Long Distance Charges	251:00 min	\$ 0.00
Roaming Charges		\$ 0.00
Voice Charges	0:00 min	\$ 0.00
Data Charges	0.0000 MB	\$ 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		\$ 2.38
GST		\$ 2.38
Total		\$ 49.88