

expense | monthly tracking report

claimant | Pelling, Melody

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	\$123.38	other disclosed	telecom/cell phone
Cell Phone	04/30/2024	Monthly Service Plan	\$49.88	other disclosed	telecom/cell phone
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:MELODY PELLING

Account Detail		
Assignment Account No.	Melody Pelling	
Contract Detail		\$ 44.00
Contract Name	3GB Pooled Voice & D	
Options Charges		\$ 63.50
Calgary BoE Cimpl Bundle		\$ 3.50
Voice Charges		\$ 0.00
Charges for Additional Minutes		\$ 0.00
Peak Minutes	151:00 min	
Off Peak Minutes	23:00 min	
Total Airtime Minutes	239:00 min	
Data Charges		\$ 0.00
Data Volume (MB)	1982.9270 MB	\$ 0.00
Browser Charge	0:00 min	\$ 0.00
Text Messages		\$ 10.00
Text Messages	54 msg	\$ 10.00
Long Distance Charges		\$ 0.00
Long Distance Charges	0:00 min	\$ 0.00
Roaming Charges		\$ 0.00
Voice Charges	0:00 min	\$ 0.00
Data Charges	337.0300 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		\$ 5.88
GST		\$ 5.88
Total		\$ 123.38

Service ID: Subscriber:MELODY PELLING

Account Detail		
Assignment Account No.	Melody Pelling	
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	343:00 min	
Off Peak Minutes	146:00 min	
Total Airtime Minutes	703:00 min	
Data Charges		\$ 0.00
Data Volume (MB)	1691.6162 MB	\$ 0.00
Browser Charge	0:00 min	\$ 0.00
Text Messages		\$ 0.00
Text Messages	244 msg	\$ 0.00
Long Distance Charges		\$ 0.00
Long Distance Charges	33:00 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



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: May 14, 2024

Employee's Name Melody Pelling Vendor #: _____

School / Department to mail cheque to Area 3

Purpose of Trip / Name of Conference CASS Conference - Edmonton

Departure and Return Dates April 24,25 Destination: Edmonton

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	655.00		655.00		5601-Supply
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>173.31</u> @ <u>2</u> Nights	346.62		346.62		5601-SUPPLY
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	5601-P&T
• Or Actual Expense					
Telecommunication Charges (Internet, phone calls)					
Parking – in Calgary					
Parking – at Destination					
Other – Provide Details					
TOTAL COST OF TRIP	<u>1027.62</u>				
CASH ADVANCE IF ANY-Ref # _____					
AMOUNT DUE TO (OWING BY) CLAIMANT	<u>26.00</u>				
GST Breakout Area	7.95		7.95		

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.

Order Timestamp: Apr 12, 2024 (04:29:12)

Event Details

Title:	2024 First Nations, Métis and Inuit Education Gathering (Gathering Registration)
Date(s):	<ul style="list-style-type: none">• April 24, 2024• April 25, 2024• April 26, 2024
Location:	Fantasyand Hotel, Edmonton

Registrant Information

First Name:	Melody
Last Name:	Pelling
Email Address:	
Primary Phone:	
School Authority:	Calgary Board of Education
Jurisdiction Type:	Public School Authority
Zone:	5
Position:	Director
Registrant Cost:	\$655.00

Breakout Sessions

- **1.9 Responding to the Interests, Goals, Needs, and Dreams of Indigenous Youth...** -- Apr 25, 2024 (10:00 a.m. - 12:00 p.m.)
- **2.9 Bridging Cultures, Building Futures: The Golden Hills School Division Journey** -- Apr 25, 2024 (1:30 p.m. - 2:30 p.m.)
- **3.9 It's Nothing About Us, Without Us** -- 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
<i>3-Day Gathering</i>	
<ul style="list-style-type: none">• Day 1 - Indigenous Education Gathering <i>Apr 24, 2024 (7:00 pm-10:00 pm)</i>• Day 2 - Indigenous Education Gathering <i>Apr 25, 2024 (7:00 am-4:00 pm)</i>	\$655.00

FANTASYLAND HOTEL

17700 87 AVE
EDMONTON AB T5T 4V4

Pelling , Melody

Confirmation Number:

Room Number:

Room Type:

No. of Guests:

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			(346.62)
TOTAL DUE:			<u>0</u>

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.