

# expense | monthly tracking report

claimant | Pitman, Joanne

position | Chief Superintendent of Schools

level | Superintendent

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
Cell Phone	03/15/2024	Monthly Invoice	\$81.65	other disclosed	telecom/cell phone
ASBA Meeting, Edmonton	03/18/2024	Mileage	\$204.00	travel	BUS mileage
ASBA Meeting, Edmonton	03/18/2024	Parking	\$35.00	travel	BUS general
CASS Conference, Edmonton	03/22/2024	Conference Fees	\$585.00	travel	PD course or registration fee
CASS Conference, Edmonton	03/22/2024	Mileage	\$204.00	travel	PD mileage
CASS Conference, Edmonton	03/22/2024	Accommodation	\$346.62	travel	PD accommodation
CASS Conference, Edmonton	03/22/2024	Meals	\$52.00	travel	PD food/non alcoholic beverage
Cell Phone	04/15/2024	Monthly Invoice	\$55.13	other disclosed	telecom/cell phone
ASBA/AB Ed Meetings, Edmonton	04/15/2024	Mileage	\$204.00	travel	BUS mileage
ASBA/AB Ed Meetings, Edmonton	04/15/2024	Meals	\$17.00	travel	BUS food/non alcoholic beverage



11-digit Bank Payment ID for  
Online/Telephone banking




# Wireless

JOANNE PITMAN |

Monthly charges		\$
Flex Int'l SMS Roaming	Feb 17 - Mar 16	0.00
3GB Pooled Voice & Data	Mar 17 - Apr 16	55.00
<b>Savings:</b> 20% Wireless Plan	Mar 17 - Apr 16	-11.00
Unltd US/INT MSG & Untld US LD	Mar 17 - Apr 16	0.00
Roam Like Home	Mar 17 - Apr 16	5.00
CBE Cimpl Bundle	Mar 17 - Apr 16	3.50
5G Speed for All	Mar 17 - Apr 16	0.00
Unltd Text/Pic/Video Messages	Mar 17 - Apr 16	0.00
Call Display w/Name Display	Mar 17 - Apr 16	0.00
Enhanced Voicemail	Mar 17 - Apr 16	0.00
<b>Total monthly charges</b>		<b>52.50</b>

 **Wireless savings \$12.77**

One-time charges and credits		\$
Flex Zone 1 Voice Roaming	Feb 17 - Mar 11	0.00
Unltd US/INT MSG & Untld US LD	Mar 11 - Mar 16	0.00
Flex Zone 1 Voice Roaming	Mar 11 - Mar 16	0.00
 3GB Pooled Voice & Data	Mar 12 - Mar 16	8.87
<b>Savings:</b> 20% Wireless Plan	Mar 12 - Mar 16	-1.77
 <b>Cancelled:</b> 3GB Pooled Voice & Data	Mar 12 - Mar 16	-4.84
Apple Business Mgr (iPhone)	Mar 11	0.00
Device Charge	Mar 11	23.00
<b>Total one-time charges and credits</b>		<b>25.26</b>

Usage Summary		Ending Mar 16, 2024
Usage type	Used	\$
Voice		
Data (S)		
Msg	Messaging Bundle - Incl - Rcvd	46 msgsg 

Account number

Bill number

Bank Payment ID

Bill date

Mar 16, 2024

Page



11-digit Bank Payment ID for  
Online/Telephone banking

Messaging Bundle - Incl - Sent

50 msg



**Total used**

**0.00**

**Total before taxes**

**77.76**

GST: 815781448

3.89

**Total for Wireless**

**\$81.65**

**Legend:** (S) Shared Services | No charge

Unless otherwise stated, all voice minutes, messages and wireless internet details set out above and/or in your agreement refer to usage on our network (i.e. within Canada and to a Canadian number, as applicable).

# 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](mailto:CBEAccountsPayable@cbe.ab.ca)) with a copy of your approved *Travel Within Alberta form*.

**Details of Trip | Please Print**

 Date: March 19 2024

 Employee's Name Joanne Pitman Vendor #: \_\_\_\_\_

 School / Department to mail cheque to Office of the Chief Superintendent

 Purpose of Trip / Name of Conference ASBA Meeting

 Departure and Return Dates March 18 2024 Destination: Edmonton AB

<b>Description of Expenses</b> (Please attach receipts)	<b>Total Cost</b> (Canadian Dollars)	<b>Exchange Rate</b> (for information purposes)	<b>Amount Paid by CBE</b> Invoice/P-Card/ Amex/ Payroll for Mileage (including GST)	<b>Amount Paid by Claimant</b> For Out of Pocket Expenditures (including GST)	<b>Alias to be charged for Claimant's Expenses</b>
<b>Registration/Conference Fees</b>					
<b>Travel Costs</b>					
▪ Airfare (including trip cancellation insurance)					
▪ Rail/Bus					
▪ Taxi/Shuttle Bus/Car Rental in Calgary					
▪ Taxi/Shuttle Bus/Car Rental at Destination					
▪ Personal Vehicle <u>400</u> km @ 51¢/km (submit on Km Payment Form to Payroll)	\$204				Send original to Payroll for payment
<b>Accommodations at Single Rate</b>					
\$ _____ @ _____ Nights					
<b>Meals</b> (including tips) (excluding meals covered by Conference or Others)					
▪ Breakfast _____ @ \$12.00					
▪ Lunch _____ @ \$17.00					
▪ Dinner _____ @ \$26.00					
▪ Or Actual Expense					
<b>Telecommunication Charges</b> (Internet, phone calls)					
<b>Parking – in Calgary</b>					
<b>Parking – at Destination</b>	\$35		\$35		
<b>Other – Provide Details</b>					
<b>TOTAL COST OF TRIP</b>					
<b>CASH ADVANCE IF ANY–Ref # _____</b>					
<b>AMOUNT DUE TO (OWING BY) CLAIMANT</b>					
<b>GST Breakout Area</b>					

 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.**



**RECEIPT**  
Impark Lot

License Plate Number

**MAR 18, 2024**

Purchase Date/Time: 07:59am Mar 18, 2024

Total Parking: \$33.33

Total GST: \$1.67

Total Due: \$35.00 Rate: \$35 - All Day To 6PM

Total Paid: \$35.00 Pet Type: CC (Swipe)

Ticket #:

SN #:

Setting: Lot 303

Mach Name: Meter 1

Auth #:

get #887315636RT0006  
NO IN AND OUT PRIVILEGES

PARKING RECEIPT

RECU DE STATIONNEMENT

PARKING RECEIPT

RECU DE STATIONNEMENT

# Travel & Subsistence Expense Report

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**Details of Trip | Please Print**

 Date: March 26 2024

 Employee's Name Joanne Pitman Vendor #: \_\_\_\_\_

 School / Department to mail cheque to Office of the Chief Superintendent

 Purpose of Trip / Name of Conference CASS Conference

 Departure and Return Dates Mar 20 -22 2024 Destination: Edmonton AB

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
<b>Registration/Conference Fees</b>	\$585.00		\$585.00		
<b>Travel Costs</b>					
▪ Airfare (including trip cancellation insurance)					
▪ Rail/Bus					
▪ Taxi/Shuttle Bus/Car Rental in Calgary					
▪ Taxi/Shuttle Bus/Car Rental at Destination					
▪ Personal Vehicle <u>400</u> km @ 51¢/km (submit on Km Payment Form to Payroll)	\$204.00		\$204.00		Send original to Payroll for payment
<b>Accommodations at Single Rate</b>	\$346.62		\$346.62		
\$ <u>173.31</u> @ <u>2</u> Nights					
<b>Meals</b> (including tips) (excluding meals covered by Conference or Others)					
▪ Breakfast _____ @ \$12.00					
▪ Lunch _____ @ \$17.00					
▪ Dinner <u>2</u> @ \$26.00	\$52			\$52	
▪ Or Actual Expense					
<b>Telecommunication Charges</b> (Internet, phone calls)					
<b>Parking – in Calgary</b>					
<b>Parking – at Destination</b>					
<b>Other – Provide Details</b>					
<b>TOTAL COST OF TRIP</b>	\$1187.62				
<b>CASH ADVANCE IF ANY–Ref # _____</b>					
<b>AMOUNT DUE TO (OWING BY) CLAIMANT</b>				\$52	
<b>GST Breakout Area</b>	15.90				

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.**

**Subject:** [EXTERNAL] CASSAlberta Registration (

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

### Order Summary

<b>Order #:</b>	
<b>Transaction ID:</b>	
<b>Credit Card:</b>	
<b>Card #:</b>	
<b>Authorization Code:</b>	
<b>Amount Paid:</b>	\$585.00
<b>Order Timestamp:</b>	Mar 06, 2024

### Event Details

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<b>Title:</b>	2024 Annual Learning Conference (Conference Registration)
<b>Date(s):</b>	<ul style="list-style-type: none"> <li>• March 20, 2024</li> <li>• March 21, 2024</li> <li>• March 22, 2024</li> </ul>
<b>Location:</b>	Fantasyland Hotel (Edmonton)

### Registrant Information

<b>First Name:</b>	Joanne
<b>Last Name:</b>	Pitman
<b>Email Address:</b>	
<b>Primary Phone:</b>	
<b>School Authority:</b>	Calgary Board of Education
<b>Jurisdiction Type:</b>	Public School Authority
<b>Zone:</b>	5
<b>Position:</b>	Chief Superintendent of Schools
<b>Dietary Restriction:</b>	
<b>Are you a CASS Member?:</b>	Yes
<b>Registrant Cost:</b>	\$585.00

### Order Items



# FANTASYLAND HOTEL

17700 87 AVE  
EDMONTON AB T5T 4V4

Pitman , Joanne

Confirmation Number:

Room Number:

Room Type:

No. of Guests:

ARRIVAL	DEPARTURE	RATE PLAN
03/20/2024	03/22/2024	GROUP

DATE	CODE	DESCRIPTION	AMOUNT (CAD)
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			(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.



11-digit Bank Payment ID for  
Online/Telephone banking

# Wireless

JOANNE PITMAN |

Monthly charges		\$
Flex Int'l SMS Roaming	Mar 17 - Apr 16	0.00
Flex Zone 1 Voice Roaming	Mar 17 - Apr 16	0.00
3GB Pooled Voice & Data	Apr 17 - May 16	55.00
<b>Savings: 20% Wireless Plan</b>	Apr 17 - May 16	-11.00
Unltd US/INT MSG & Unltd US LD	Apr 17 - May 16	0.00
Roam Like Home	Apr 17 - May 16	5.00
CBE Cimpl Bundle	Apr 17 - May 16	3.50
5G Speed for All	Apr 17 - May 16	0.00
Unltd Text/Pic/Video Messages	Apr 17 - May 16	0.00
Call Display w/Name Display	Apr 17 - May 16	0.00
Enhanced Voicemail	Apr 17 - May 16	0.00
<b>Total monthly charges</b>		<b>52.50</b>

**Wireless savings \$11.00**

Usage Summary		Ending Apr 16, 2024
Usage type	Used	\$
Voice		✓
Data (S)		✓
Msg		✓
<b>Total used</b>		<b>0.00</b>
<b>Total before taxes</b>		<b>52.50</b>
		2.63
<b>Total for Wireless</b>		<b>\$55.13</b>

**Legend:** (S) Shared Services | ✓ No charge

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**Details of Trip | Please Print**

 Date: April 15 2024

 Employee's Name Joanne Pitman Vendor #: \_\_\_\_\_

 School / Department to mail cheque to Office of the Chief Superintendent

 Purpose of Trip / Name of Conference ASBA Indigenous Awards / AB Ed Meeting

 Departure and Return Dates April 15 2024 Destination: Edmonton AB

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
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<b>Travel Costs</b>					
▪ Airfare (including trip cancellation insurance)					
▪ Rail/Bus					
▪ Taxi/Shuttle Bus/Car Rental in Calgary					
▪ Taxi/Shuttle Bus/Car Rental at Destination					
▪ Personal Vehicle <u>400</u> km @ 51¢/km (submit on Km Payment Form to Payroll)	\$204		\$204		Send original to Payroll for payment
<b>Accommodations at Single Rate</b>					
\$ _____ @ _____ Nights					
<b>Meals</b> (including tips) (excluding meals covered by Conference or Others)					
▪ Breakfast _____ @ \$12.00					
▪ Lunch <u>1</u> @ \$17.00	\$17			\$17	
▪ Dinner _____ @ \$26.00					
▪ Or Actual Expense					
<b>Telecommunication Charges</b> (Internet, phone calls)					
<b>Parking – in Calgary</b>					
<b>Parking – at Destination</b>					
<b>Other – Provide Details</b>					
<b>TOTAL COST OF TRIP</b>	\$221				
<b>CASH ADVANCE IF ANY–Ref # _____</b>					
<b>AMOUNT DUE TO (OWING BY) CLAIMANT</b>				\$17	
<b>GST Breakout Area</b>					

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.**

