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



Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
	(IIIII/dd/yyyy)				
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,	04/15/2024	Mileage	\$204.00	travel	BUS mileage
Edmonton					
ASBA/AB Ed Meetings,	04/15/2024	Meals	\$17.00	travel	BUS food/non alcoholic beverage
Edmonton					

11-digit Bank Payment ID for Online/Telephone banking



Monthly charges		\$
Flex Int'l SMS Roaming	Feb 17 - Mar 16	0.00
3GB Pooled Voice & Data	Mar 17 - Apr 16	55.00
Savings: 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
Total monthly charges		52.50
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
Savings: 20% Wireless Plan	Mar 12 - Mar 16	-1.77
Cancelled: 3GB Pooled Voice & Data	Mar 12 - Mar 16	-4.84
Apple Business Mgr (iPhone)	Mar 11	0.00
Device Charge	Mar 11	23.00
Total one-time charges and credits		25.26
Usage Summary	Ending Mar 16, 2024	
Usage type	Used	\$
Voice		~
		~
Data (S)		~
Msg Messaging Bundle - Incl - Rcvd	A6 mcgs	······································
Msg Messaging Bundle - Incl - Rcvd	46 msgs	•



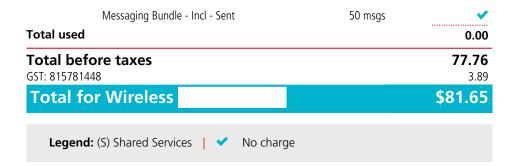
Account number

Bill number

Bank Payment ID

11-digit Bank Payment ID for Online/Telephone banking Bill date Mar 16, 2024 Page





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) 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	e of the Chief S	uperintende			
Purpose of Trip / Name of Conference ASB					_
Departure and Return Dates March 18 2024		Destina	ition: Edmontor	n AB	
Description of Expenses	Total Cost (Canadian Dollars)	Exchange Rate	Amount Paid by CBE	Amount Paid by Claimant	Alias to be charged for Claimant's Expenses
(Please attach receipts)		(for information purposes)	Invoice/P-Card/ Amex/ Payroll for Mileage (including GST)	For Out of Pocket Expenditures (including GST)	Oldinant 3 Expenses
Registration/Conference Fees					
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>400</u> km @ 51¢/km (submit on Km Payment Form to Payroll)	\$204				Send original to Payroll for payment
Accommodations at Single Rate					
\$ @ Nights					
Meals (including tips) (excluding meals covered by Conference or Others)					
■ Breakfast@ \$12.00					
■ Lunch@ \$17.00					
■ Dinner@ \$26.00					
Or Actual Expense					
Telecommunication Charges (Internet, phone calls)					
Parking – in Calgary					
Parking – at Destination	\$35		\$35		
Other - Provide Details					
TOTAL COST OF TRIP					
CASH ADVANCE IF ANY-Ref #					
AMOUNT DUE TO (OWING BY) CLAIMANT					
GST Breakout Area					
I certify that the above claim is <u>correct</u> :					
Claimant's Signature			Approved by S	uperordinate	
NOTE Copies of amounts paid through the P claim, in addition to items claimed for all Out of			• •	•	also be attached to this

Date Created | 2012/12/04 Date Revised | 2022/09/22



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: Yo	our Employee Infor	mation			To be complete	ed by Employee
Employee ID:	*	First Name:* Joa	inne	Last Nan	ne:* Pitman	
Section 2: Tr	=	A Meeting in Edmon			-	ed by Employee
Record the date	e, purpose, beginning	and ending locations,	and distance of each tri	ip on a sepa	arate row.	
Date DD-MM-YY	Purpose	for Trip	Trip Starts From	ı	Trip Ends At	Distance in km
18-Mar-2024	ASBA N	/leeting	Calgary		Edmonton	300
18-Mar-2024	ASBA N	/leeting	Edmonton		Calgary	300
					A = mar AD 2000	-200
The Askel	l l		tin DecoleOeff	T	As per AR 2060	400
	•	ed into the timesheet	і іп Реоріебоїт.	10	tal Kilometres	400
PeopleSoft Tin						
	entered into PeopleS	oft				
Section 3: The approver m	nust create a PDF cop	y of the completed Tra	avel Log and send to: c		mpleted by Employe g@wcdconnect.com	
Employee Signature:*			Time Approver N	ame:*	Laura Hack	
Employee Pho	ne:* (ر	Time Approver Si	ignature:*	<u>L</u>	
Date DD-MM-YY:	* 19-Mar-2024	Time Approve Phone:*	er		Date DD-MM-YY:*	20-03-2024
Personal information			f Information and Protection of			e used for the

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.

RECEIPT Impark Lot

License Plate Nurber

MAR 18, 2024

Purchase Date/fine: 07:59an Har 15, 202 1
Total Parking: \$33.33
Total GST: \$167
Total Due: \$35.00 Rate: \$35 - All Day To 6PM
Total Paid: \$35.00 Pet Type: 0C (Swipe)
Ticket #:
SN #:
Setting: Lot 300
Mach Name: Heter 1

Auth #

gst #887315638RT0006 NO IN AND OUT PRIVILEGES PARKING RECEIPT

HECO DE STATIONNEME

ARKING RECEIPT

MECO DE SINTONNEMEN



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) with a copy of your approved *Travel Within Alberta form*.

			_		
Details of Trip Please Print		Date: March 26 2024			
Employee's Name Joanne Pitman		Vendor #:			
School / Department to mail cheque to Offic	e of the Chief S	uperintender	nt		
Purpose of Trip / Name of Conference CAS	S Conference				
Departure and Return Dates Mar 20 -22 202	24	Destina	tion: Edmontor	n AB	
Description of Expenses	Total Cost	Exchange	Amount Paid	Amount Paid	Alias to be charged for
(Please attach receipts)	(Canadian Dollars)	Rate	by CBE	by Claimant	Claimant's Expenses
(i lease attach receipts)		(for information purposes)	Invoice/P-Card/ Amex/ Payroll for Mileage (including GST)	For Out of Pocket Expenditures (including GST)	
Registration/Conference Fees	\$585.00		\$585.00		
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 400 km @ 51¢/km (submit on Km Payment Form to Payroll) 	\$204.00		\$204.00		Send original to Payroll for payment
Accommodations at Single Rate	\$346.62		\$346.62		
\$173.31 @2 Nights					
Meals (including tips) (excluding meals covered by Conference or Others)					
■ Breakfast@ \$12.00					
■ Lunch@ \$17.00					
■ Dinner2@ \$26.00	\$52			\$52	
Or Actual Expense					
Telecommunication Charges (Internet, phone calls)					
Parking – in Calgary					
Parking – at Destination					
Other - Provide Details					
TOTAL COST OF TRIP	\$1187.62				
CASH ADVANCE IF ANY-Ref #					
AMOUNT DUE TO (OWING BY) CLAIMANT	,			\$52	
GST Breakout Area	15.90				
I certify that the above claim is correct:					
Claimant's Signature			Approved by Si	•	
NOTE Copies of amounts paid through the P		d, Invoices a	nd Mileage Clair	n Forms must a	Iso be attached to this

Date Created | 2012/12/04 Date Revised | 2022/09/22

Subject: [EXTERNAL] CASSAlberta Registration (

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

Order Summary

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

Event Details

Title:	2024 Annual Learning Conference (Conference Registration)
Date(s):	March 20, 2024March 21, 2024March 22, 2024
Location:	Fantasyland Hotel (Edmonton)

Registrant Information

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



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Section 1: Your Employee Information To be completed by Employee									by Employee	
Employee ID:	*		First Name:*	Joanne	e	Last Nan	ne:*	Pitman		
Section 2: Tr	ip De	etails: CA	ASS Conferer	nce -E	dmonton		•	To be comp	leted i	by Employee
Record the date	e, pur	pose, beginning	and ending location	ons, and	distance of each tr	ip on a sepa	arate r	ow.		
Date DD-MM-YY		Purpose for Trip Trip Starts From				1	Tri	p Ends At		Distance in km
20-Mar-2024		CASS Co	nference		Calgary		Е	dmonton		300
22-Mar-2024		CASS Co	nference		Edmonton		(Calgary		300
									Ì	
							As r	er AR2060		-200
The total week	kly km	n must be enter	ed into the times	heet in	PeopleSoft.	To		ometres		400
PeopleSoft Tir					•	•				
Combo Code	entere	ed into PeopleS	oft							
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:* Laura Hack					
Employee Pho	ne:*				Time Approver S	ignature:*				
Date DD-MM-YY:	. *	26-Mar-2024	Time App Phone:*	rover			Date	DD-MM-YY:*	26/0	3/24

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17700 87 AVE EDMONTON AB T5T 4V4

Pitman , Joanne Confirmation Number:

Room Number:

Room Type:

No. of Guests:

ARRIVAL	DEPA	RTURE	RATE PLAN	
03/20/2024	03/22/2	2024	GROUP	
DATE	CODE	DESCRIPTION	l	AMOUNT (CAD)
03/20/2024	RM	Room Charge		159.00
03/20/2024	RT	Alberta Tourism	n Levy	6.36
03/20/2024	GST	GST 84586136	8 RT	7.95
03/21/2024	RM	Room Charge		159.00
03/21/2024	RT	Alberta Tourism	n Levy	6.36
03/21/2024	GST	GST 84586136	8 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



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
Savings: 20% Wireless Plan	Apr 17 - May 16	-11.00
Unltd US/INT MSG & Untld 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
Total monthly charges		52.50
Usage Summary	Ending Apr 16, 2024	
Usage type	Used	\$
Voice		*
		✓
Data (S)		✓
Msg		✓
		•
Total used		0.00
Total before taxes		52.50 2.63
Total for Wireless		\$55.13
Legend: (S) Shared Services 💞 No	o charge	

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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) with a copy of your approved *Travel Within Alberta form*.

Details of Trip Please Print Date: April 15 2024								
Employee's Name_Joanne Pitman			Vendor #:					
School / Department to mail cheque to Office	e of the Chief S	uperintender	nt					
Purpose of Trip / Name of Conference ASB								
Departure and Return Dates April 15 2024			tion: Edmontor	n AB				
Description of Expenses	Total Cost	Exchange	Amount Paid	Amount Paid	Alias to be charged for			
(Please attach receipts)	(Canadian Dollars)	Rate	by CBE	by Claimant	Claimant's Expenses			
(Flease attach receipts)		(for information purposes)	Invoice/P-Card/ Amex/ Payroll for Mileage	For Out of Pocket Expenditures				
			(including GST)	(including GST)				
Registration/Conference Fees								
Travel Costs								
Airfare (including trip cancellation insurance)								
■ Rail/Bus								
Taxi/Shuttle Bus/Car Rental in Calgary								
■ Taxi/Shuttle Bus/Car Rental at Destination								
 Personal Vehicle400_ km @ 51¢/km (submit on Km Payment Form to Payroll) 	\$204		\$204		Send original to Payroll for payment			
Accommodations at Single Rate								
\$								
Meals (including tips) (excluding meals covered by Conference or Others)								
■ Breakfast@ \$12.00								
■ Lunch1@ \$17.00	\$17			\$17				
■ Dinner@ \$26.00								
Or Actual Expense								
Telecommunication Charges (Internet, phone calls)								
Parking – in Calgary								
Parking – at Destination								
Other - Provide Details								
TOTAL COST OF TRIP	\$221							
CASH ADVANCE IF ANY-Ref #								
AMOUNT DUE TO (OWING BY) CLAIMANT				\$17				
GST Breakout Area								
I certify that the above claim is correct:								
Olaimanta Cimari								
Claimant's Signature	Card Amor Car		Approved by Sund Mileage Clair	•	lee he attached to this			
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.								

Date Created | 2012/12/04 Date Revised | 2022/09/22



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:* J		Joanne		Last Name:*		Pitman		
Section 2: Trip Details: ASBA Awards Ceremony / AB Ed meeting 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		Tr	Trip Ends At Dist		Distance in km	
15-Apr-2024		ASBA Awards/AB Ed Meeting			Calgary		Е			300	
15-Apr-2024	Α	ASBA Awards/ AB Ed Meeting			Edmonton			Calgary 300			
							As p	er AR2060		-200	
The total weekly km must be entered into the timesheet in PeopleSoft. Total Kilometres										400	
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:*			Laura Hack			
Employee Phone:*					Time Approver Signature:*						
Date DD-MM-YY: *		15-Apr-2024	Time Ap Phone:*	prover	(Date	DD-MM-YY:*	17-0	4-2024	

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