

# expense | monthly tracking report

claimant | Pritchard, Lori

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 (CD\$)	Category	Expense Type
CASS Zone 5 Meeting	03/15/2024	Mileage	\$59.67	other disclosed	BUS mileage
CASS Learning Conference	03/20/2024	Mileage	\$41.82	other disclosed	BUS mileage
March KM Reimbursement	03/31/2024	Mileage	\$32.13	other disclosed	BUS mileage
March Cellphone	03/31/2024	Monthly Charges	\$35.18	other disclosed	telecom/cell phone
CASS CEP Course	04/10/2024	Mileage	\$24.48	other disclosed	BUS mileage
CASS First Nations Education	04/24/2024	Registration for CASS Conference	\$655.00	other disclosed	PD course or registration fee
CASS First Nations Education	04/24/2024	Mileage for CASS Conference	\$302.94	other disclosed	PD mileage
CASS First Nations Education	04/24/2024	Accommodation	\$346.62	other disclosed	PD accommodation
CASS First Nations Education	04/24/2024	Meals (Per Diem)	\$72.00	other disclosed	PD food/non alcoholic beverage
April KM Reimbursement	04/30/2024	Mileage	\$47.43	other disclosed	BUS mileage
April Cellphone	04/30/2024	Monthly Charges	\$35.18	other disclosed	telecom/cell phone



# 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:* [REDACTED]	First Name:* Lori	Last Name:* Pritchard
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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
15-Mar-2024	CASS Zone 5 Meeting	[REDACTED]	Golden Hills School Div	54
15-Mar-2024	Return to Ed Centre	Golden Hills School Div	Ed Centre	63

The total weekly km must be entered into the timesheet in PeopleSoft. **Total Kilometres** 117

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](mailto:cbeincoming@wcdconnect.com)

Employee Signature:* [REDACTED]	Time Approver Name:*
Employee Phone:* [REDACTED]	Time Approver Signature:*
Date DD-MM-YY: * 09-Apr-2024	Date DD-MM-YY:*
Time Approver Phone:*	

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.



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<b>Section 1: Your Employee Information</b> <span style="float: right;"><i>To be completed by Employee</i></span>					
Employee ID:*	██████████	First Name:*	Lori	Last Name:*	Pritchard
<b>Section 2: Trip Details:</b> <span style="float: right;"><i>To be completed by Employee</i></span>					
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	
20-Mar-2024	CASS Annual Learning Conference	██████████	Crossfield	41	
	Did not complete trip due to weather	Crossfield	██████████	41	
The total weekly km must be entered into the timesheet in PeopleSoft.			Total Kilometres	82	
PeopleSoft Time Approver					
Combo Code entered into PeopleSoft					
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Employee Signature:*	████████████████████		Time Approver Name:*		
Employee Phone:*	██████████		Time Approver Signature:*		
Date DD-MM-YY: *	09-Apr-2024	Time Approver Phone:*			Date DD-MM-YY:*
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**Section 1: Your Employee Information** *To be completed by Employee*

<b>Employee ID:*</b>	[REDACTED]	<b>First Name:*</b>	Lori	<b>Last Name:*</b>	Pritchard
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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
01-Mar-2024	Prep for Land Acknowledgement (ret)	Ed Centre	A.E. Cross	13
01-Mar-2024	Family of Schools Round Dance	Ed Centre	Henry Wisewood HS	7
04-Mar-2024	Piitoayis & Niitsitapi Planning	Ed Centre	Area 3 Office	6
05-Mar-2024	Land Acknowledgment Planning (ret)	Ed Centre	WTLC	12
06-Mar-2024	Area 1 Principal Meeting	Area 1	Ed Centre	5
07-Mar-2024	Parent Engagment PFS School (ret)	Ed Centre	Piitoayis Family School	10
19-Mar-2024	Collaborative Planning	Ed Centre	Niitsitapi Learning Centr	10

<b>The total weekly km must be entered into the timesheet in PeopleSoft.</b>	<b>Total Kilometres</b>	<b>63</b>
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**PeopleSoft Time Approver**

**Combo Code entered into PeopleSoft**

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<b>Employee Signature:*</b>	[REDACTED]	<b>Time Approver Name:*</b>	
<b>Employee Phone:*</b>	[REDACTED]	<b>Time Approver Signature:*</b>	
<b>Date DD-MM-YY: *</b>	21-May-2024	<b>Time Approver Phone:*</b>	
		<b>Date DD-MM-YY:*</b>	

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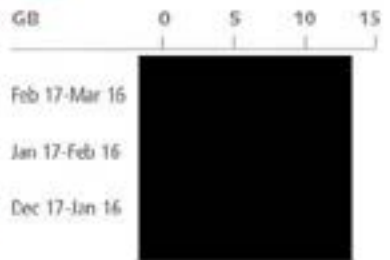
**Wireless** [Redacted]  
 LORI PRITCHARD | 5301 [Redacted]

**Monthly charges**

		\$
Flex Int'l SMS Roaming	Feb 17 - Mar 16	0.00
Flex Zone 1 Voice Roaming	Feb 17 - Mar 16	0.00
3GB Pooled Voice & Data	Mar 17 - Apr 16	40.00
<b>Savings: 25% Wireless Plan</b>	Mar 17 - Apr 16	-10.00
Unltd US/INT MSG & Unltd US LD	Mar 17 - Apr 16	0.00
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>33.50</b>

**Wireless savings \$10.00**

**Data Usage**



**Usage Summary** Ending Mar 16, 2024

Usage type	Used	\$
Voice	[Redacted]	✓
Data (S)	[Redacted]	✓
Msg	[Redacted]	✓
<b>Total used</b>		<b>0.00</b>

**Total before taxes** **33.50**

GST: 815781448 1.68

**Total for Wireless** **\$35.18**

**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).



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Employee ID:*		First Name:*	Lori	Last Name:*	Pritchard
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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
10-Apr-2024	CASS CEP Course (return)		2651 Chinook Winds Dr	48

The total weekly km must be entered into the timesheet in PeopleSoft.	<b>Total Kilometres</b>	48
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PeopleSoft Time Approver  
 Combo Code entered into PeopleSoft

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Employee Signature:*		Time Approver Name:*	
Employee Phone:*		Time Approver Signature:*	
Date DD-MM-YY: *	01-May-2024	Time Approver Phone:*	Date DD-MM-YY:*

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Dear Lori Pritchard ,

Thank you for registering for **2024 First Nations, Métis and Inuit Education Gathering.**

### Order Summary

<b>Order #:</b>	10021
<b>Transaction ID:</b>	80294888364
<b>Credit Card:</b>	MasterCard
<b>Card #:</b>	XXXX [REDACTED]
<b>Authorization Code:</b>	077271
<b>Amount Paid:</b>	\$655.00
<b>Order Timestamp:</b>	Feb 23, 2024 (03:01:37)

### Event Details

**Title:** 2024 First Nations, Métis and Inuit Education Gathering  
(Gathering Registration)

- April 24, 2024
- Date(s):** April 25, 2024
- April 26, 2024

**Location:** Fantasyand Hotel, Edmonton

### Registrant Information

**First Name:** Lori  
**Last Name:** Pritchard  
**Email Address:** [REDACTED]  
**Primary Phone:** [REDACTED]  
**School Authority:** Calgary Board of Education  
**Jurisdiction Type:** Public School Authority  
**Zone:** [REDACTED]  
**Position:** Education Director  
**Dietary Restriction:** [REDACTED]  
**Registrant Cost:** \$655.00

### Breakout Sessions

- 1.2 Elder/Knowledge Keeper Circle Teachings re: Kinship Relations (Cree) -- 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.)
- 3.4 Establishing Respectful Relationships & Panel re: Education Service Agreements - eLeadership Guide -- Apr 25, 2024 (3:00 p.m. - 4:00 p.m.)
- 4.6 Supports and Programs to Support Indigenous Students' Wellbeing and Success in School -- Apr 25, 2024 (10:00 a.m. - 11:00 a.m.)

### Order Items

Item	Cost
Round Dance Pre-conference Apr 24, 2024 (1:00 pm-3:00 pm)	No Charge
<i>3-Day Gathering</i>	
<i>Day 1 - Indigenous Education</i>	
<i>Gathering</i>	





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<b>Employee ID:*</b> [Redacted]	<b>First Name:*</b> Lori	<b>Last Name:*</b> Pritchard
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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
24-Apr-2024	CASS First Nations Metis	[Redacted]	Edmonton	594
26-Apr-2024	& Inuit Education Gathering	Edmonton	[Redacted]	

**The total weekly km must be entered into the timesheet in PeopleSoft.** **Total Kilometres** 594

**PeopleSoft Time Approver**

**Combo Code entered into PeopleSoft**

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<b>Employee Signature:*</b> [Redacted]	<b>Time Approver Name:*</b>	
<b>Employee Phone:*</b> [Redacted]	<b>Time Approver Signature:*</b>	
<b>Date DD-MM-YY:*</b> 01-May-2024	<b>Time Approver Phone:*</b>	<b>Date DD-MM-YY:*</b>

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# FANTASYLAND HOTEL

17700 87 AVE  
EDMONTON AB T5T 4V4

Pritchard , Lori

██████████  
Calgary, AB T2R 0L4

Confirmation Number: 33188684-1

Room Number: ██████████

Room Type: STWBN

No. of Guests: 1

ARRIVAL	DEPARTURE	RATE PLAN
04/24/2024	04/25/2024	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.



1-800-Bank Payments or  
Online/Telephone banking

# Wireless [REDACTED]

LORI PRITCHARD | [REDACTED]

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	40.00
<b>Savings: 25% Wireless Plan</b>	Apr 17 - May 16	-10.00
Unltd US/INT MSG & Unltd US LD	Apr 17 - May 16	0.00
CBE Cimpli 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>33.50</b>

Wireless savings \$10.00



Usage Summary		Ending Apr 16, 2024
Usage type	Used	\$
Voice	[REDACTED]	✓
Data (S)	[REDACTED]	✓
Msg	[REDACTED]	✓
<b>Total used</b>		<b>0.00</b>

<b>Total before taxes</b>	<b>33.50</b>
GST: 815781448	1.68
<b>Total for Wireless</b>	<b>\$35.18</b>

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).