### expense | monthly tracking report

claimant | Tink, Garry

position | Education Director

level | Director

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
CASS conference, Edmonton, AB	03/04/2024	Registration for April, 2024 conference	\$655.00	travel	PD course or registration fee
CASS meeting	03/15/2024	Use of person vehicle to Golden Hills School Division, March 15, 2024	\$62.22	travel	BUS mileage
Cell Phone	03/16/2024	Monthly Service Plan	\$49.88	other disclosed	telecom/cell phone
Cell Phone	04/16/2024	Monthly Service Plan	\$49.88	other disclosed	telecom/cell phone
CASS conference, Edmonton, AB	04/24/2024	Meal per diem for lunch and dinner	\$43.00	travel	PD food/non alcoholic beverage
CASS conference, Edmonton, AB	04/26/2024	Accommodations	\$346.62	travel	PD accommodation
Parking receipt	04/30/2024	Parking for Campus Calgary meeting downtown on January 31, 2024. Charged to the office on April 30, 2024	\$10.25	other disclosed	BUS general

From: To: Subject:

ect: Fwd: [EXTERNAL] CASSAlberta Registration (Order #:10158)

Date: Monday, March 4, 2024 10:32:01 AM

### Get Outlook for Android

From: admin=cass.ab.ca@mailout.cassalberta.ca <admin=cass.ab.ca@mailout.cassalberta.ca> on

behalf of CASSAlberta.ca <admin@cass.ab.ca> Sent: Monday, March 4, 2024 10:18:15 AM

To: Tink, Garry C <>

Subject: [EXTERNAL] CASSAlberta Registration (Order #:10158)

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 <a href="mailto:phishing@cbe.ab.ca">phishing@cbe.ab.ca</a>.

Dear Garry Tink,

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

### **Order Summary**

Order #:	10158
Transaction ID:	80312775641
Credit Card:	MasterCard
Card #:	XXXX
Authorization Code:	041099
Amount Paid:	\$655.00
Order Timestamp:	Mar 04, 2024 (10:18:15)

### **Event Details**

Title:	2024 First Nations, Métis and Inuit Education Gathering (Gathering Registration)
	April 24, 2024 April 25, 2024

•	April 26, 2024
Location:	Fantasyand Hotel, Edmonton

### Registrant Information

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

### **Breakout Sessions**

- 1.1 Elder/Knowledge Keeper Circle Teachings re: Kinship Relations (Blackfoot) --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.)
- 3.7 The Legacy of Hope Overview -- Apr 25, 2024 (3:00 p.m. 4:00 p.m.)
- 4.1 Aawaaka'tsima Miistakistsi Watching over the Mountains -- 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
	3-Day Gathering	
	Day 1 - Indigenous Education Gathering Apr 24, 2024 (7:00 pm-10:00 pm) Day 2 - Indigenous Education Gathering Apr 25, 2024 (7:00 am-4:00 pm) Day 3 - Indigenous Education Gathering Apr 26, 2024 (7:00 am-1:00 pm)	\$655.00
•	Banquet Dinner Apr 25, 2024 (6:00 pm-9:00 pm)	No Charge

To support your learning prior to and after this learning opportunity, please visit the <u>CASS</u> 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.

We appreciate your registration and look forward to seeing you!

Sincerely,

admin@cass.ab.ca

Website: https://www.cass.ab.ca/

Professional Learning and Resources: https://cass.ab.ca/resources/



# 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 (CBEAccounts Payable@cbe.ab.ca) with a copy of your approved Travel Within Alberta form.

Details of Trip   Please Print Date: April 3, 2024					
Employee's Name Garry Tink Vendor #:					
School / Department to mail cheque to Area	a 7				
Purpose of Trip / Name of Conference CAS					
Departure and Return Dates March 15, 202		Destina	ation: Strathmor	re, AB	
Description of Expenses (Please attach receipts)	Total Cost (Canadan Dolars)	Exchange Rate (for information purposes)	Amount Paid by CBE Involosi?-Card Arrest Payroll for Mileage (including GST)	Amount Paid by Claimant For Out of Pocket Expenditures (notiding GST)	Alias to be charged for Claimant's 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					
<ul> <li>Personal Vehicle 122 km @ 51¢/km (submit on Km Payment Form to Payroll)</li> </ul>	62.22				Send original to Payroll for payment
Accommodations at Single Rate					10,000
\$					
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					
Other - Provide Details					
TOTAL COST OF TRIP					
CASH ADVANCE IF ANY-Ref #	01.50				
AMOUNT DUE TO (OWING BY) CLAIMANT				0.1341 4	
GST Breakout Area					
I certify that larrect:					
Claimant's Signature NOTE   Copies of amounts paid through the P	-Card, Amex Car	d, Invoices a	Approved by Sund Mileage Claim		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: Your	Employee Infor	mation					To be comple	ted by Employee
Employee ID:*		First Name:*	Garry		Last Na	me:*	Tink	
Section 2: Trip I Record the date, p		and ending locati	ions, an	d distance of each	trip on a se	parate	rnices Id.	ited by Employee
Date DD-MM-YY	Purpose	ose for Trip Trip Starts From Trip Ends At				ip Ends At	Distance in km	
15-Mar-2024			Area 7 to Golden	Hills (	fills Golden Hills to Area 7		7 122	
					-			
			+		-			
			+					
					1			122
The total weekly k PeopleSoft Time A	And in case of the last of the	d into the times	heet in	PeopleSoft.	110	otal Kil	ometres	122
Combo Code ente	red into PeopleSe	oft						
Section 3: The approver must	create a PDF cop	y of the complete	d Trave	Log and send to:				ee and Approver m
Employee Signature:*				Time Approver N	lame:*	Dari	lene Unruh	
Employee Phone:				Time Approver S	ignature:			
Date op-MM-YY: *	03-Apr-2024	Time App Phone:*	rover	Marie 1	F0 )2 /	Date	e DO-MM-TT:*	03-04-24
Personal information is co	allected under the author	with of Alberta's Erned	om of Info	ormation and Protection of	d Privacy Act (	ECIPA T	his information will	he used for the

Personal information is collected under the authority of Alberta's Freedom of Information and Protection of Privacy Act (FCIP). 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 guestion.



Total

#### Invoice Summary March 2024



Subscriber: GARRY TINK Service ID: Account Detail Assignment Garry Tink Account No. \$ 44.00 Contract Detail 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 630:40 min Off Peak Minutes 155:00 min Total Airtime Minutes 787:00 min Data Charges \$ 0.00 Data Volume (MB) 1621.3320 MB \$ 0.00 \$ 0.00 Browser Charge 0:00 min \$ 0.00 Text Messages Text Messages 1458 msg \$ 0.00 Long Distance Charges \$ 0.00 Long Distance Charges 60:00 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 \$ 0.00 411 Service \$ 0.00 Monthly Access Fees \$ 0.00 Discount. Other Charges and Credits \$ 0.00 Other Charges and Credits \$ 0.00 \$ 2.38 Taxes GST \$ 2.38

\$ 49.88



### Invoice Summary April 2024



Service ID: Subscriber:GARRY TINK

Account Detail

Account Detail		
Assignment	Garry Tink	
Account No.		
Contract Detail		\$ 44.00
Contract Name	3G8 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	497:04 min	
Off Peak Minutes	155:09 min	
Total Airtime Minutes	719:00 min	
Data Charges		\$ 0.00
Data Volume (MB)	3123.3213 MB	\$ 0,00
Browser Charge	0:00 min	\$ 0.00
Text Messages		\$ 0.00
Text Messages	1549 msg	\$ 0.00
Long Distance Charges		\$ 0.00
Long Distance Charges	64:00 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



# Calgary Board of Education 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 26, 2024	
Employee's Name Garry Tink			Vendor #:		
School / Department to mail cheque to Area	7		(W) 100 COL 101.7 St 191.0		
Purpose of Trip / Name of Conference CAS		024 First Na	ations, Metis and	Inuit Education	n Gathering
Departure and Return Dates April 24 - 26, 2					
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)	InvoiceP-Card Ames/ Payrol for Mileage (including GST)	For Out of Pocket Expenditures (including GST)	M1976.111.00000 00 10 10 10 10 10 10 10 10 10 10 1
Registration/Conference Fees	655.00		655.00	4	
Travel Costs					
Airfare (including trip cancellation insurance)					
Rail/Bus					
Taxi/Shuttle Bus/Car Rental in Calgary					
Taxi/Shuttle Bus/Car Rental at Destination					
Personal Vehiclekm @ 51¢/km (submit on Km Payment Form to Payroll)					Send original to Payroll for payment
Accommodations at Single Rate					
\$ 173.31 @ 2 Nights	346.62		346.62		10.010.00
Meals (including tips) (excluding meals covered by Conference or Others)					
Breakfast@ \$12.00				3	
• Lunch1 _@ \$17.00	17.00			17.00	46-1-5-1
- Dinner1@ \$26.00	26.00		3	26.00	2 - 2
Or Actual Expense					
Telecommunication Charges (Internet, phone calls)					
Parking – in Calgary			~		
Parking – at Destination					
Other - Provide Details					
TOTAL COST OF TRIP			1001.62	43.00	
CASH ADVANCE IF ANY-Ref #	9		S .		
AMOUNT DUE TO (OWING BY) CLAIMANT				43.00	
GST Breakout Area			6		
I certify that the above claim is correct:					
Claimant's Signature  NOTE   Copies of amounts paid through the F	Card Amor Cor	d Involces	Approved by St		den he attached to this
claim, in addition to items claimed for all Out of			and immedge Glair	ii i Orinia inuat d	nav de attachéa to tilla

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



### 17700 87 AVE EDMONTON AB T5T 4V4

Tink , Garry Confirmation Number: 90603856-1

Room Number: 1233

Room Type: STWN

No. of Guests: 1

ARRIVAL	DEPAR	RTURE	RATE PLAN	
04/24/2024	04/26/2	024	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	BRT	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	BRT	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.

Plate: YGR579 Zone: 9061

Valid through:

WEDNESDAY 31 JAN 24 2:59 PM

Pay for your

We companied to the contract of the contract o