

expense | monthly tracking report

claimant | Unruh, Darlene

position | Superintendent, School Improvement

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
CASS First Nations Education	04/24/2024	Registration for CASS Conference - April 2024	\$655.00	other disclosed	conferences & workshops
CASS First Nations Education	04/24/2024	Mileage for travel to Edmonton and return	\$313.14	other disclosed	BUS mileage
CASS First Nations Education	04/24/2024	Accommodation	\$173.31	other disclosed	BUS accommodation

EVENT REGISTRATION



Thank You! Registration Complete

✓ Thank you for registering with CASSAlberta! You will be receiving a confirmation email shortly. If you do not receive this email within 30 minutes, please contact admin@cass.ab.ca (mailto:admin@cass.ab.ca)

 Print

Order

Registrant #1: **Darlene Unruh** ✓

Email Address: dlunruh@cbe.ab.ca

Primary Phone:

School Authority: Calgary Board of Education

Jurisdiction Type: Public School Authority

Zone: 5

Position: Acting Superintendent

Breakout Sessions

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-
-
-

Order Items

ITEM	COST
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3-Day Gathering <ul style="list-style-type: none"> • 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
<ul style="list-style-type: none"> • Banquet Dinner Apr 25, 2024 (6:00 pm-9:00 pm) 	No Charge

Registrant Cost: \$655.00

Event Details

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

Order Summary

Transaction ID:	80388623111
Total Registrants:	1
Credit Card:	MasterCard
Card #:	XXXX
Authorization Code:	
Amount Paid:	\$655.00
Order Timestamp:	Apr 12, 2024 (10:24 am)

CASSAlberta Event Registration



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				<i>To be completed by Employee</i>	
Employee ID:*		First Name:*		Last Name:*	

Section 2: Trip Details:				<i>To be completed by Employee</i>	
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

The total weekly km must be entered into the timesheet in PeopleSoft.			Total Kilometres		
PeopleSoft Time Approver					
Combo Code entered into PeopleSoft					

Section 3:		<i>To be completed by Employee and Approver</i>		
The approver must create a PDF copy of the completed Travel Log and send to: cbeincoming@wcdconnect.com				

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

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.

FANTASYLAND HOTEL

**17700 87 AVE
EDMONTON AB T5T 4V4**

Unruh, Darlene
1221 8 street SW
CAlgary, AB t2r 0l4

Confirmation Number:
Room Number:
Room Type: No. of
Guests: 1

ARRIVAL	DEPARTURE	RATE PLAN
04/24/2024	04/24/2024	GROUP

DATE	CODE	DESCRIPTION	AMOUNT (CAD)
04/24/2024	VP	Valet Parking Charge	20.00
04/24/2024	GST	GST 845861368 RT	1.00
04/24/2024	VP	Valet Parking Charge	(20.00)
04/24/2024	GST	GST 845861368 RT	(1.00)
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
04/24/2024	MC	MasterCard *****	(173.31)

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.