# expense | monthly tracking report

claimant | Pritchard, Lori

position | Education Director

level | Director

reporting period | May 1 to June 30, 2024

date of report | August 2, 2024



Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Tsuut"ina ESA Meeting	05/16/2024	Mileage	\$45.90	other disclosed	BUS mileage
May KM Reimbursement	05/31/2024	Mileage	\$120.36	other disclosed	BUS mileage
Tsuut'ina Collaborative Meeting	06/04/2024	Mileage	\$46.92	other disclosed	BUS mileage
June KM Reimbursement	06/30/2024	Mileage	\$43.35	other disclosed	BUS mileage



**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:	* Lori		Last	Name:*	Pritchard		
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			ip Ends At	Distance in km	
16-May-2024		Tsuut'ina ES	SA Meeting	E	ducation Centre (re	Tsuut'ina	First Nation E	Ed 90		
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PeopleSoft Tin		must be entere	ea into the tim	esneet ii	1 PeopleSoft.	8	Total Kil	ometres	90	
		d into PeopleS	oft			7				
Section 3:						To be	complete	ed by Employe	e and Approver	
	nust ci	reate a PDF cop	y of the comple	ted Trav	el Log and send to: o					
Employee Signature:*					Time Approver N	ame:*				
Employee Pho	ne:*				Time Approver S	ignatur	re:*			
Date DD-MM-YY:	*	11-Jun-2024	Time A Phone:	pprover			Date	DD-MM-YY:*		



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Section 1: Your Employee Information To be completed by Employee									
Employee ID:* First Name:* Lo			Lori		Last	Name:*	Pritchard		
Section 2: Trip Details: To be completed by Employee									
Record the date	e, purpose, beginning a	and ending location	ons, and	d distance of each tr	ip on a	separate r	ow.		
Date DD-MM-YY	Purpose			Trip Starts From			p Ends At	Distance in km	
01-May-2024	Miiksika'am (50 Ap	plemead CI SE	()	Ed Centre		Hur	terdale Rd	32.5	
01-May-2024	Prep & Round Dance			Hunterdale Rd		Ernest Manning HS		17	
02-May-2024	Commun	n-I-Tea		Ed Centre (return)		CN Gunn School		22.5	
03-May-2024	Piitoayis Family	School Visit		Ed Centre		Piito	ayis School	5	
03-May-2024	Tsuut'ina Ed Po	wwow( return)		Piitoayis Schoo		Grey	Eagle Events	28	
14-May-2024	Foward Sun	nmit Panel		Grey Eagle Even	ts	E	d Centre	10	
15-May-2024	Elder Advisory C	council (return)		Ed Centre		Niitsitapi	Learning Centr	25	
16-May-2024	Communi	ty Night		Ed Centre		Falcor	nridge School	19	
23-May-2024	Garden Bless	ing (return)		Ed Centre		Henry \	Vise Wood HS	22	
23-May-2024	Indigenous Yout	h Family Night		Ed Centre		Forest Lawn		10	
24-May-2024	Honour Tea	a (return)		Ed Centre		Niitsitapi Learning Centr		25	
31-May-2024	CBE Indigenous Graduation (return)		n)	Ed Centre		Carriage House Inn		20	
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The total week	ly km must be entere	ed into the times	heet in	PeopleSoft.		Total Kil	ometres	236	
PeopleSoft Tin	•				8			49	
	entered into PeopleSo	oft							
Section 3:	-				To be	complete	ed by Employee a	and Approver	
	nust create a PDF copy	of the complete	d Travel	Log and send to: c					
Employee Signature:*				Time Approver Name:*					
Employee Pho	ne:*			Time Approver Signature:*					
Date DD-MM-YY: * Time Approv			rover			Date	DD-MM-YY:*		
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Section 1: Your Employee Information  To be completed by Employee										
								Imployee		
Employee ID:	*	F	irst Name:*	Lori	Last Name:* Pritchard					
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			p Ends At		stance in km
04-Jun-2024	Tsuut'ina	Tsuut'ina Collaborative Meeting		Ed	ucation Centre (re	eturn)	Bande	d Peak School	ol	92
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The total week	y km must l	be entered	into the times	heet in	PeopleSoft.		Total Kil	ometres		92
PeopleSoft Tim	ne Approver									*
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Section 3: The approver m	ust create a	PDF copy (	of the complete	d Travel	Log and send to: c			ed by Employ		Approver
Employee Signature:*		1,	,		Time Approver N					
Employee Phor	ne:*			ļ	Time Approver S	ignatur	e:*			
Date DD-MM-YY:	* 11-Jur	n-2024	Time App	rover			Date	DD-MM-YY:*		
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Section 1: Your Employee Information To be completed by Employee										
Employee ID:* First Name:* Pri		Pritcha	ard	Last Name:*		Lori				
Section 2: Trip Details: To be completed by Employee										
Record the date	, purpose, beginning a	and ending location	ons, and	distance of each tr	ip on a	separate r	ow.			
Date DD-MM-YY	Purpose	for Trip		Trip Starts From	ř	Tri	ip Ends At	Distance in km		
05-Jun-2024	Principal Area Lea	dership Meeting	9	Mount View Scho	ol	Ε	d Centre	6		
06-Jun-2024	Expanding	Expanding the Circle		Ed Centre		Niitsitapi	Learning Centr	13		
07-Jun-2024	Tsuut'ina Gradu	ation (return)	3.	Ed Centre		Grey	Eagle Events	20		
11-Jun-2024	Commun	n-I-Tea	Ĭ.	Ed Centre		Dr.	GM Egbert	12		
18-Jun-2024	Musicounts G	rant (return)		Ed Centre	6.	Piitoayis	Family School	10		
26-Jun-2024	Naming Ceren	nony (return)		Ed Centre		Niitsitapi	Learning Centr	13		
28-Jun-2024	Piitoayis Family	School (return)		Ed Centre			Area 3	11		
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The total week	ly km must be entere	ed into the times	heet in	PeopleSoft.		Total Kil	ometres	85		
PeopleSoft Tim	•	TO THE THE	11001111	r copio con	- 3	Total Ital	ometree			
	ntered into PeopleSo	oft			1					
Section 3: The approver m	ust create a PDF copy	y of the complete	d Travel	Log and send to: c			ed by Employee a	and Approver		
Employee Signature:*				Time Approver Name:*						
Employee Pho	ne:*			Time Approver Signature:*						
Date DD-MM-YY: * Time Approv			rover			Date	DD-MM-YY:*			
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