expense | monthly tracking report

claimant | Pitman, Joanne

position | Chief Superintendent of Schools

level | Superintendent

reporting period | November 1 to December 31, 2024

date of report | Friday, January 31, 2025



| Description | Date (mm/dd/yyyy) | Details and/or Rationale | Amount (CDN\$) | Category | Expense Type |
|--------------------------|----------------------|--------------------------|----------------|-----------------|---------------------------------|
| Cell phone | 11/15/2024 | monthly invoice | \$75.29 | other disclosed | telecom/cell phone |
| ASBA Fall AGM - Edmonton | 11/19/2024 | registration | \$735.00 | travel | BUS general |
| ASBA Fall AGM - Edmonton | 11/19/2024 | mileage | \$204.00 | travel | BUS mileage |
| ASBA Fall AGM - Edmonton | 11/19/2024 | accommodation | \$424.38 | travel | BUS accommodation |
| ASBA Fall AGM - Edmonton | 11/19/2024 | meals | \$38.00 | travel | BUS food/non alcoholic beverage |
| ASBA Fall AGM - Edmonton | 11/19/2024 | parking | \$75.86 | travel | BUS general |
| Cell phone | 12/15/2024 | monthly invoice | \$50.09 | other disclosed | telecom/cell phone |



U Cimpl Invoice Summary November 2024



Service ID: Subscriber: JOANNE PITMAN

| Account Datail | | |
|--|----------------------|-------------------------------|
| Account Detail | | |
| Assignment Account No. | Joanne Pitman | |
| Contract Detail | | \$ 44.20 |
| Contract Name | 5GB Pooled Voice & D | |
| Options Charges | | \$ 3.50 |
| Calgary BoE Cimpl Bundle @ \$3.50 | | \$ 3.50 |
| Voice Charges | | \$ 0.00 |
| Charges for Additional Minutes Peak Minutes Off Peak Minutes Total Airtime Minutes | | \$ 0.00 |
| Data Charges | | \$ 0.00 |
| Data Volume (MB) Browser Charge | | \$ 0.00 \$ 0.00 |
| Text Messages | | \$ 0.00 |
| Text Messages | | \$ 0.00 |
| Long Distance Charges | | \$ 0.00 |
| Long Distance Charges | | \$ 0.00 |
| Roaming Charges | | \$ 0.00 |
| Voice Charges Data Charges | | \$ 0.00 \$ 0.00 |
| Other Fees | | \$ 0.00 |
| 411 Service Monthly Access Fees Discount | | \$ 0.00 \$ 0.00 \$ 0.00 |
| Other Charges and Credits | | \$ 24.00 |
| Roam Like Home US | | \$ 24.00 |
| Taxes | | \$ 3.59 |
| GST | | \$ 3.59 |
| Total | | \$ 75.29 |



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 | e Print Date: Nov 22 2024 | | | | |
|--|----------------------------------|----------------------------|---|--|--|
| Employee's Name_Joanne Pitman | | | | | |
| School / Department to mail cheque to Office of the Chief Superintendent | | | | | |
| Purpose of Trip / Name of Conference ASBA Fall AGM | | | | | |
| Departure and Return Dates Nov 17-19 202 | | Destina | tion: Edmontor | n AB | |
| * | | 6 ⁴ | 9.5 | | |
| Description of Expenses (Please attach receipts) | Total Cost (Canadian Dollars) | Exchange Rate | Amount Paid by CBE | Amount Paid by Claimant | Alias to be charged for 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 | 735.00 | | 735.00 | | |
| 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 <u>400</u> km @ 51¢/km (submit on Km Payment Form to Payroll) | 204 | | | 204 | Send original to Payroll for payment |
| Accommodations at Single Rate | | | | | |
| \$ @212.19 Nights | 424.38 | | 424.38 | | |
| Meals (including tips) (excluding meals covered by Conference or Others) | | | | | |
| ■ Breakfast | 12 | | | 12 | <u></u> |
| - Lunch@ \$17.00 | | | | | |
| ■ Dinner1@ \$26.00 | 26 | | | 26 | |
| Or Actual Expense | | | | | |
| Telecommunication Charges (Internet, phone calls) | | | | | |
| Parking – in Calgary | | | | | |
| Parking – at Destination | 75.86 | | 75.85 | | |
| Other – Provide Details | | | | | |
| TOTAL COST OF TRIP | 1477.24 | | | | |
| CASH ADVANCE IF ANY-Ref # | | | | | |
| AMOUNT DUE TO (OWING BY) CLAIMANT | | | | 242.00 | |
| GST Breakout Area | 58.07 | | 58.07 | | |
| I certify that the above claim is correct: | | | | | |
| Claimant's Signature | | | Approved by Si | uperordinate | |
| NOTE Copies of amounts paid through the Polaim, in addition to items claimed for all Out o | | | ınd Mileage Clair | n Forms must a | lso be attached to this |

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

ALBERTA SCHOOL BOARDS ASSOCIATION



INVOICE

BILL TO INVOICE

 Calgary Board of Education
 DATE
 11/27/2024

 1221 - 8 Street SW
 TERMS
 Net 30

 Calgary AB T2R 0L4
 DUE DATE
 12/27/2024

| DATE | ACTIVITY | DESCRIPTION | | TAX | QTY | AMOUNT |
|------------|----------|---------------------------------------|--------------------|-------|-----|----------|
| 11/27/2024 | | Registration as at General Meeting | tached - ASBA Fall | G | | 700.00 |
| | | | SUBTOTAL | | | 700.00 |
| | | | GST @ 5% | | | 35.00 |
| | | | TOTAL | | | 735.00 |
| TAX SUMMAF | RY | | BALANCE DUE | | CA | D 735.00 |
| | | RATE | | TAX | | NET |
| | | GST @ 5% | | 35.00 | | 700.00 |

Electronic Funds Transfer (EFT) Option: Bank of Nova Scotia Beneficiary: Alberta School Boards Association Transit #: 12989

> Bank #: 002 Account #: 0386014

Send payment notifications to finance@asba.ab.ca

Page 1 of 1



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 | | | | | | /ee | | | | |
|--|--|----------------|---------------------|----------|---------------------|---------|-------------|--------------|----------------|------|
| Employee ID: | * | | First Name:* | Joanne | e | Last I | Name:* | Pitman | | |
| | Section 2: Trip Details: To be completed by Employee | | | | | | /ee | | | |
| Record the date | , purpose | e, beginning a | and ending location | ons, and | distance of each tr | ip on a | separate r | ow. | | |
| Date DD-MM-YY | | Purpose | 84 | | Trip Starts From | r | | ip Ends At | Distance km | in |
| 17-Nov-2024 | | ASBA Fa | all AGM | | Calgary | | E | dmonton | 300 | |
| 19-Nov-2024 | | ASBA Fa | all AGM | | Edmonton | | | Calgary | 300 | 21 |
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| The fefal weeks | | | | L 4 i | DI-O-# | - | | er AR2060 | -200 400 | - |
| PeopleSoft Tim | | | ed into the times | neet in | PeopleSoft. | - 1 | Total Kil | ometres | 400 | - 8 |
| Combo Code e | | | oft | | | T | | | | |
| Section 3: | | | | | | To be | complete | ed by Employ | ee and Annro | Ver |
| Section 3: To be completed by Employee and Approver The approver must described Travel Log and send to: cbeincoming@wcdconnect.com | | | | | | V C / | | | | |
| Employee Signature:* | Tel | | | * | Time Approver N | ame:* | 81 28 16 | | | |
| Employee Pho | ne:* | | | | Time Approver S | ignatur | e:* | | | |
| Date DD-MM-YY: | * 22- | -Nov-2024 | Time App Phone:* | rover | (403) 817-7 | 7933 | Date | DD-MM-YY:* | | 8 |

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.

The Westin Edmonton 10135 100 St Edmonton, AB T5J 0N7 Canada

Tel: 780-426-3636 Fax: 780-428-1454

WESTIN®

HOTELS & RESORTS

Invoice Nbr

JOANNE PITMAN

Page Number Guest Number

Folio ID

17:15 Arrive Date 17-NOV-24 Depart Date 19-NOV-24 12:01

No. Of Guest Room Number Marriott Bonvoy Number:

Information Invoice

Tax ID: 777689332RT0001

The Westin Edm YEGWI NOV-19-2024 03:20 9999

| Date | Reference | Description | Charges (CAD) | Credits (CAD) |
|------------|-----------|--------------------------|---------------|---------------|
| 17-NOV-24 | RT402 | Room Chrg - Special Corp | 189.00 | |
| 17-NOV-24 | RT402 | GST | 9.73 | |
| 17-NOV-24 | RT402 | DMF | 5.67 | |
| 17-NOV-24 | RT402 | Tour Levy | 7.79 | |
| 18-NOV-24 | RT402 | Room Chrg - Special Corp | 189.00 | |
| 18-NOV-24 | RT402 | GST | 9.73 | |
| 18-NOV-24 | RT402 | DMF | 5.67 | |
| 18-NOV-24 | RT402 | Tour Levy | 7.79 | |
| 18-NOV-24 | RT402 | Parking Self | 38.00 | |
| 18-NOV-24 | RT402 | GST | 1.90 | |
| NOV-19-202 | 4 MC | Mastercard | | -464.28 |

| ** Total | 464.28 | -464.28 |
|-------------|--------|---------|
| *** Balance | 0.00 | |

License Fala Number

09:00 AM NOV 18, 2024

l'urchase Date/Time: 05 08 om Nov 17, 2024

otal Parking: \$34.00

otal Processing Fee: 10.25 otal GST: \$1.71

otal Due: \$35.96 Rute: \$3 I-overnight to 9am otal Paid: \$35.96 Pm Type: CC (Swipe)

Setting: Lot 4 Hach Name: Meter 1

gst #8873 | 61 38R 0006 NO IN AND CJT PRIVILEGES



Invoice Summary December 2024



Service ID: Subscriber: JOANNE PITMAN

| Account Detail | | |
|--|----------------------|-------------------------------|
| Assignment Account No. | Joanne Pitman | |
| Contract Detail | | \$ 44.20 |
| Contract Name | 5GB Pooled Voice & D | |
| Options Charges | | \$ 3.50 |
| Calgary BoE Cimpl Bundle @ \$3.50 | | \$ 3.50 |
| Voice Charges | | \$ 0.00 |
| Charges for Additional Minutes Peak Minutes Off Peak Minutes Total Airtime Minutes | | \$ 0.00 |
| Data Charges | | \$ 0.00 |
| Data Volume (MB) Browser Charge | | \$ 0.00 \$ 0.00 |
| Text Messages | | \$ 0.00 |
| Text Messages | | \$ 0.00 |
| Long Distance Charges | | \$ 0.00 |
| Long Distance Charges | | \$ 0.00 |
| Roaming Charges | | \$ 0.00 |
| Voice Charges Data Charges | | \$ 0.00 \$ 0.00 |
| Other Fees | | \$ 0.00 |
| 411 Service Monthly Access Fees Discount | | \$ 0.00 \$ 0.00 \$ 0.00 |
| Other Charges and Credits | | \$ 0.00 |
| Other Charges and Credits | | \$ 0.00 |
| Taxes | | \$ 2.39 |
| GST | | \$ 2.39 |
| Total | | \$ 50.09 |
| | | |