

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



Calgary Board
of Education

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

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	\$ 0.00
Peak Minutes	
Off Peak Minutes	
Total Airtime Minutes	
Data Charges	
	\$ 0.00
Data Volume (MB)	\$ 0.00
Browser Charge	\$ 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	\$ 0.00
Data Charges	\$ 0.00
Other Fees	
	\$ 0.00
411 Service	\$ 0.00
Monthly Access Fees	\$ 0.00
Discount	\$ 0.00
Other Charges and Credits	
	\$ 24.00
Roam Like Home US	\$ 24.00
Taxes	
	\$ 3.59
GST	\$ 3.59
Total	
	\$ 75.29



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: Nov 22 2024

Employee's Name Joanne Pitman Vendor #: _____

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 2024 Destination: Edmonton AB

Description of Expenses (Please attach receipts)	Total Cost (Canadian Dollars)	Exchange Rate (for information purposes)	Amount Paid by CBE Invoice/P-Card/ Amex/ Payroll for Mileage (including GST)	Amount Paid by Claimant For Out of Pocket Expenditures (including GST)	Alias to be charged for Claimant's Expenses
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					
\$ <u>2</u> @ <u>212.19</u> Nights	424.38		424.38		
Meals (including tips) (excluding meals covered by Conference or Others)					
▪ Breakfast <u>1</u> @ \$12.00	12			12	
▪ Lunch _____ @ \$17.00					
▪ Dinner <u>1</u> @ \$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 Superordinate

NOTE | Copies of amounts paid through the P-Card, Amex Card, Invoices and Mileage Claim Forms must also be attached to this claim, in addition to items claimed for all Out of Pocket Expenses.

INVOICE

BILL TO
Calgary Board of Education
1221 - 8 Street SW
Calgary AB T2R 0L4

INVOICE
DATE 11/27/2024
TERMS Net 30
DUE DATE 12/27/2024

DATE	ACTIVITY	DESCRIPTION	TAX	QTY	AMOUNT
11/27/2024		Registration as attached - ASBA Fall General Meeting	G		700.00

				SUBTOTAL	700.00
				GST @ 5%	35.00
				TOTAL	735.00

				BALANCE DUE	CAD 735.00

TAX SUMMARY

	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

The Westin Edmonton
 10135 100 St
 Edmonton, AB T5J 0N7
 Canada
 Tel: 780-426-3636 Fax: 780-428-1454



JOANNE PITMAN

Page Number : 1 Invoice Nbr :
 Guest Number :
 Folio ID : A
 Arrive Date : 17-NOV-24 17:15
 Depart Date : 19-NOV-24 12:01
 No. Of Guest : 1
 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-19-2024	MC	Mastercard		-464.28

** Total 464.28 -464.28
 *** Balance 0.00

RECEIPT
Impark Lot 02-4

License Plate Number

CDW8894

Expiration Date/Time

09:00 AM
NOV 13, 2024

Purchase Date/Time: 05:06 am Nov 17, 2024

Total Parking: \$34.00

Total Processing Fee: \$0.25

Total GST: \$1.71

Total Due: \$35.96 Rate: \$31-overnight to 9am

Total Paid: \$35.96 Pin Type: CC (Swipe)

Setting: Lot 4

Machine Name: Meter 1

gst #867316136R 0006
NO IN AND C JT PRIVILEGES

REÇU DE STATIONNEMENT
PARKING RECEIPT
REÇU DE STATIONNEMENT
PARKING RECEIPT

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Subscriber: JOANNE PITMAN

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Voice Charges	\$ 0.00
Data Charges	\$ 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	
	\$ 2.39
GST	\$ 2.39
Total	
	\$ 50.09