# expense | monthly tracking report

claimant | Pritchard, Lori position | Education Director level | Director 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
	( <b>)</b>				
National Gathering of Indigenous	11/19/2024	Nov 19-22 Airfare to Conference	\$453.52	travel	BUS airfare/bus/rail
Education					
National Gathering of Indigenous	11/19/2024	Nov 19-22 Uber Transportation during	\$120.11	travel	BUS general
Education		Conference			
National Gathering of Indigenous	11/19/2024	Nov 19-22 Meals	\$148.00	travel	BUS food/non alcoholic beverage
Education					
November 2024 Mileage	11/30/2024	Mileage	\$35.19	other disclosed	BUS mileage
December 2024 Mileage	12/31/2024	Mileage	\$52.02	other disclosed	BUS mileage



# 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 <u>Substitute Teacher/Casual Employee Travel Log</u>

Section 1: Your Employee Information To be completed by Employee										
Employee ID	:*		First Name:*	Lori		Last	Name:*	Pritchard		
Section 2: Tr	rip Deta	ils:						To be comple	eted by	Employee
Record the dat	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	1	т	rip Ends At		Distance in km
05-Nov-2024	С	BE & ECSD	Indig Ed Visit		NLC			Ed Centre		12
07-Nov-2024	Rei	membrance	Day Ceremony		PFS			Ed Centre		7
14-Nov-2024	Elde		norary Doctorate	•	UofC			Ed Centre	52	7
15-Nov-2024		CBE & Tsu		35	31 Garssison Gat	e SW		Ed Centre	10	5
26-Nov-2024		PFS Sch			Ed Centre			PFS		7
26-Nov-2024			y Symposium		PFS			ry Wise Wood	1	12
26-Nov-2024	P	ost Secondr	y Symposium		Henry Wise Woo	bd		Ed Centre		7
27-Nov-2024		CASS Ment	torship Visit		Ed Centre			NLC		12
				5					8	
				2						
										ſ
	-									
The total week	kly km n	nust be enter	ed into the times	sheet in	PeopleSoft.		Total K	ilometres	52	69
PeopleSoft Til	me App	rover								
Combo Code	entered	into PeopleS	oft							
Section 3:						To be	comple	ted by Employ	vee and	Approver
	nust crea	ate a PDF cop	by of the complete	d Trave	Log and send to: C					
Employee	2				1		1			
Signature:*					Time Approver N	ame:*		lennifer Turne	er	
Employee Pho	one:*				Time Approver S	ignatur	e:*	4		
Date DD-MM-YY	: * O	3-Dec-2024	Time App Phone:*	orover			Da	te DD-MM-YY:*	07-01-2	5
management of per	rsonnel and If you hav	d for the delivery	of Human Resources p	orograms a	ormation and Protection o t the Calgary Board of Ed formation, please contact	lucation. I	t will be trea	ted in accordance v	with the pr	ivacy protection



# 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 <u>Substitute Teacher/Casual Employee Travel Log</u>

Section 1: Your Employee Information To be completed by Employee										
Employee ID	:*		F	irst Name:*	Lori		Last	Name:*	Pritchard	
Section 2: Tr	ip Det	ails:							To be completed	by Employee
Record the date	e, purp	ose, beginr	ning an	d ending locati	ons, and	d distance of each tr	rip on a	separate	row.	
Date DD-MM-YY		Purp	ose fo	r Trip		Trip Starts From	1	T	rip Ends At	Distance in km
02-Dec-2024	Patrick Airlie School Visit			Patrick Airlie School		Ed Centre		10		
12-Dec-2024		the bit contracts		ol Visit		NLC School			Ed Centre	10
12-Dec-2024	N			chool Event	6	Ed Centre			zalgette School	10
13-Dec-2024				g (return)		Ed Centre			chiefs Sportsplex	40
16-Dec-2024	Me			tant Principal	18	320B Uxbridge Rd	NW		Ed Centre	6
17-Dec-2024				sit (return)		Ed Centre			FS School	10
17-Dec-2024	Meet	ing with J.	Bowe	en-Eyre (retur	n)	Ed Centre		284	0 - 2 Ave SE	16
	0									
	10 I									
	0									ar Ar
	3						2			×
	2									
	3									
	0.				10					
					_					
	<i>6</i>				-					
	2				-					
	6									
	2				8		8			
					<i>.</i>		5			
	35						6.			
	-									
	0				-					
The fefal week	die land			1	hastin	December 0 off		Tabal K		102
The total week			nterea	into the times	sneet in	PeopleSoft.	7	Total K	lometres	102
PeopleSoft Tir							2			
Combo Code	entered	i into Peop	DieSot	[						
Section 3:	nust cre	ate a PDF	copy (	of the complete	d Trave	Log and send to: c			ed by Employee a	and Approver
			сору	of the complete		Log and send to. C		in ing @ w	Cuconnect.com	
Employee Signature:*						Time Approver N	ame:*	J	ennifer Turner	
Employee Pho	one:* (	(403)				Time Approver S	ignatu	re:*	2	
Date DD-MM-YY	*	20-Dec-20	24	Time App Phone:*	rover			Dat	e DD-MM-YY:* 07-0	1-25
management of per	sonnel a	nd for the deliv	very of H	uman Resources p	rograms a	ormation and Protection o t the Calgary Board of Ed formation, please contact	lucation. I	t will be treat	ed in accordance with the	e privacy protection

# **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: December 5, 2024				
Employee's NameLori Pritchard		Vendor #:			
School / Department to mail cheque to Indig	genous Educatio				
Purpose of Trip / Name of Conference Nati			us Education		26
Departure and Return Dates Nov 19-22, 20			tion: Winnipeg	MB	
5			He and the second se		
Description of Expenses	Total Cost	Exchange	Amount Paid	Amount Paid	Alias to be charged for
(Please attach receipts)	(Canadian Dollars)	Rate (for information purposes)	by CBE Invoice/P-Card/ Amex/ Payroll for Mileage (including GST)	by Claimant For Out of Pocket Expenditures (including GST)	Claimant's Expenses
Registration/Conference Fees					
Travel Costs					
<ul> <li>Airfare (including trip cancellation insurance)</li> </ul>	453.52		453.52		
<ul> <li>Rail/Bus</li> </ul>					
<ul> <li>Taxi/Shuttle Bus/Car Rental in Calgary</li> </ul>	50.37		50.37		
<ul> <li>Taxi/Shuttle Bus/Car Rental at Destination</li> </ul>	69.74		69.74		
<ul> <li>Personal Vehicle km @ 51¢/km (submit on Km Payment Form to Payroll)</li> </ul>					Send original to Payroll for payment
Accommodations at Single Rate					
\$ @ Nights					
<b>Meals</b> (including tips) (excluding meals covered by Conference or Others)					
<ul> <li>Breakfast <u>3</u> @ \$12.00</li> </ul>	36.00			36.00	
Lunch <u>2</u> @ \$17.00	34.00			34.00	
Dinner <u>3</u> @ \$26.00	78.00			78.00	
<ul> <li>Or Actual Expense</li> </ul>					
Telecommunication Charges (Internet, phone calls)					
Parking – in Calgary					
Parking – at Destination					
Other – Provide Details					
TOTAL COST OF TRIP					
CASH ADVANCE IF ANY-Ref #					
AMOUNT DUE TO (OWING BY) CLAIMANT				148.00	
GST Breakout Area					T.
I certify that the above claim is correct:					
Claimant's Signature			Approved by Si	uperordinate	

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.

Calgary Board of Education

Here's your updated Tuesday morning ride receipt

Total	CA\$24.61
rip fare	CA\$15.41
Subtotal	CA\$15 41
Booking Fee	CA\$0 52
Airport Recovery Surcharge	CA\$4 00
TNC fee recovery surcharge	CA\$0 45
Tip	CA\$3 21
GST	CA\$1 02
Payments	
Payments CBE F 11/19/24 11:21 AM	CA\$24.61
CBE F 11/19/24 11:21 AM	CA\$24.61
CBE F 11/19/24 11:21 AM Visit the trip page for more information including invoices (where available) You rode with Alemayehu	CA\$24.61
CBE F 11/19/24 11:21 AM Visit the trip page for more information including invoices (where available) You rode with Alemayehu NDL License Number UberX 10 58 kilometers 14 min	CA\$24.61
CBE F 11/19/24 11:21 AM Visit the trip page for more information including invoices (where available) You rode with Alemayehu NDL License Number UberX 10 58 kilometers 14	CA\$24.61

Here's your updated Tuesday afternoon ride receipt

Total	CA\$29.48
rip fare	CA\$20.47
Subtotal	CA\$20 47
Booking Fee	CA\$1 00
Airport Recovery Surcharge	CA\$2 65
Winnipeg Accessibility Fee Recovery Surcharge	CA\$0 07
Winnipeg Fee Recovery Surcharge	CA\$0 23
Тір	CA\$3 84
GST	CA\$1 22
CBE P-Card	
11/19/24 5:19 PM	CA\$29.48
Visit the trip page for more information including invoices (where available)	
You rode with INYEFAI	
UberX 8 86 kilometers 34 min	
4 06 PM 1970 Wellington Ave Winnipeg MB R3H 1C2 CA	

Fare does not include fees that may be charged by your bank Please contact your bank directly for inquiries

4 41 PM 222 Broadway Winnipeg MB R3C 0R3 CA

Here's your updated Wednesday morning ride receipt

Total	CA\$8.67
rip fare	CA\$6.00
Subtotal	CA\$6 00
Booking Fee	CA\$1 00
Winnipeg Accessibility Fee Recovery Surcharge	CA\$0 07
Winnipeg Fee Recovery Surcharge	CA\$0 23
Tip	CA\$1 00
GST	CA\$0 37
Payments	
CBE P-Ca 11/20/24 8:30 AM	CA\$8.67
Visit the trip page for more information including invoices (where available)	

#### You rode with EMMANUEL

UberX 0 91 kilometers 3 min 8 09 AM 222 Broadway Winnipeg MB R3C 0R3 CA 8 13 AM 375 York Ave Winnipeg MB R3C 3J3 CA

Here's your updated Wednesday afternoon ride receipt

Total	CA\$8.67
rip fare	CA\$6.00
Subtotal	CA\$6 00
Booking Fee	CA\$1 00
Winnipeg Fee Recovery Surcharge	CA\$0 23
Winnipeg Accessibility Fee Recovery Surcharge	CA\$0 07
Tip	CA\$1 00
GST	CA\$0 37
Payments	
CBE P-Card 11/20/24 12:44 PM	CA\$8.67
Visit the trip page for more information including invoices (where available)	

#### You rode with Alem

 UberX
 1 38 kilometers
 4

 Imin
 12 25 PM
 375 York Ave
 Winnipeg
 MB R3C 3J3
 CA

 Imin
 12 29 PM
 222 Broadway
 Winnipeg
 MB R3C 0R3
 CA

Here's your updated Friday morning ride receipt

Total	CA\$22.92
rip fare	CA\$16.29
Subtotal	CA\$16 29
Booking Fee	CA\$1 00
Airport Recovery Surcharge	CA\$1 90
Winnipeg Accessibility Fee Recovery Surcharge	CA\$0 07
Winnipeg Fee Recovery Surcharge	CA\$0 23
Тір	CA\$2 46
GST	CA\$0 97
Payments	
CBE P-	
11/22/24 3:46 PM	CA\$22.92
Visit the trip page for more information including invoices (where available)	
You rode with SANDEEP	
UberX 9 26 kilometers 15 min	

8 44 AM 222 Broadway Winnipeg MB R3C 0R3 CA

9 00 AM Main Terminal Winnipeg Richardson nternational Airport (YWG) Winnipeg MB R3H 1C2 CA

Here's your updated Friday evening ride receipt

Total	CA\$25.76
rip fare	CA\$16.07
Subtotal	CA\$16 07
Booking Fee	CA\$0 52
TNC fee recovery surcharge	CA\$0 45
Airport Recovery Surcharge	CA\$4 75
Tip	CA\$2 88
GST	CA\$1 09
CBE P-Card         11/22/24 9:05 PM         Visit the trip page for more information including invoices (where available)	CA\$25.76
You rode with Nsko Mohammed M S NDL License Number	
UberX 11 24 kilometers 19 min	
8 11 PM 2000 Airport Rd Calgary AB T2E 6W5 CA	
8 31 PM	



### eTicket Receipt

#### Prepared For PRITCHARD/LORI MS

RESERVATION CODE	
ISSUE DATE	24 Sep 24
TICKET NUMBER	
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/SDX

### **Itinerary Details**

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
19 Nov 24	WESTJET WS 7	CALGARY INTL AB, CANADA T me 12:30pm	WINNIPEG MB, CANADA T me 3:35pm	Fare EconoF ex S a N mb 0 F Inc uded Bags 1 PIECE Book g S a OK TO FLY Fare Bas s LCUD0LFW No Va d Af 1 DEC 4
22 Nov 24	WESTJET WS 269	WINNIPEG MB, CANADA T me 4 5pm	CALGARY INTL AB, CANADA T me 5 45pm	Fare EconoF ex Seat Number 09C Inc uded Bags 1 PIECE Book ng Status OK TO FLY Fare Bas s LCUD0LFW Not Va d After 18 DEC 24

### Allowances

Baggage Allowance

YYC to YWG - 1 Piece WESTJET , each piece up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear ntim t r

Prices of additional baggage pieces:

1. 75.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters\*\*

YWG to YYC - 1 Piece WESTJET , each piece up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear

ntim t r

Prices of additional baggage pieces:

1. 75.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters\*\*\*\*bag fees apply at each check in location

ADDI IONAL ALLOWANCES AND/OR DISCOUN S MAY APPLY DEPENDING ON FLYER SPECIFIC FAC ORS /E G FREQUENT FLYER STATUS/MILITARY/ CREDIT CARDFORM OF PAYMENT/EARLY PURCHASE OVER INTERNET,ETC Carry On Allowances YYC to YWG , YWG to YYC 1 Pi (WS WES JE) arry on hand baggag Carry On Charges YYC to YWG , YWG to YYC - (WS - WESTJET) - Carry-on fees unknown - contact carrier

### Payment/Fare Details

Form of Payment	CREDIT CARD - MASTERCARD :
Fare Ca cu at on L ne	YYC WS YWG140.00WS YYC140.00CAD280.00END
Fare	CAD 280.00
Taxes/Fees/Carrier-Imposed Charges	CAD 60.00 YQI (OTHER AIR TRANSPORTATION CHARGES)
	CAD 17.95 XG8 (GOODS AND SERVICES TAX (GST))
	CAD 18.92 CA4 (AIR TRAVELLERS SECURITY CHARGE)
	CAD 73.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))
	CAD 3.65 XG9 (GOODS AND SERVICES TAX (GST))
Total	CAD 453.52

#### Positive identification required for airport check in

#### Notice:

#### QST # 1202807956TQ0001 GST # 866112535

\*\*Checked baggage dimensions can be within 158 total centimeters (62 total inches) and not weighing more than 23 kilograms (50 pounds) Baggage exceeding the size or weight allowance is subject to applicable oversized weight and size restrictions and fees

Baggage fees are charged in Canadian (CAD) dollars for flight departures ourtside Canada baggage fees will be converted and charged in the local currency of the departure country GST is charged on all itineraries that origiante in Canada Please see <a href="https://www.westjet.com/en.ca/flights/fees">https://www.westjet.com/en.ca/flights/fees</a> for more information

Passengers embark ng upon a journey nvo v ng an ut mate dest nat on or a stop n a country other than the country of departure are

adv sed that the prov s ons of an international treaty (the Warsaw Convention, the 1999 Montreal Convention, or other treaty), as we as a

carr er's own contract of carr age or tar ff prov s ons, may be app cab e to the r ent re journey, nc ud ng any port on ent re y w th n the

countries of departure and destination. The applicable treaty governs and may imit the labity of carriers to passengers for death or

persona njury, destruct on or oss of, or damage to, baggage, and for de ay of passengers and baggage.

Add t ona protect on can usua y be obtained by purchasing insurance from a private company. Such insurance is not affected by any

m tat on of the carr er's ab ty under an international treaty. For further information please consult your air ne or insurance company

representat ve.

Data Protection Notice: Your persona data w be processed n accordance with the app cable carriers privacy policy and, f your

book ng s made v a a reservat on system prov der ("GDS"), with its privacy policy. These are available at

http://www. atatrave center.com/pr vacy or from the carr er or GDS d rect y. You shou d read th s documentat on, wh ch app es to your

book ng and spec f es, for examp e, how your persona data s co ected, stored, used, d sc osed and transferred. (app cab e for nter ne carr age)

Important Lega Not ces