

expense | monthly tracking report

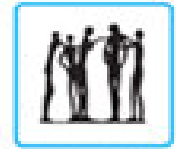
claimant | Pritchard, Lori

position | Education Director

level | Director

reporting period | November 1 to December 31, 2024

date of report | Friday, January 31, 2025



**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
National Gathering of Indigenous Education	11/19/2024	Nov 19-22 Airfare to Conference	\$453.52	travel	BUS airfare/bus/rail
National Gathering of Indigenous Education	11/19/2024	Nov 19-22 Uber Transportation during Conference	\$120.11	travel	BUS general
National Gathering of Indigenous Education	11/19/2024	Nov 19-22 Meals	\$148.00	travel	BUS food/non alcoholic beverage
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



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 Name Lori Pritchard Vendor #: _____

School / Department to mail cheque to Indigenous Education Team

Purpose of Trip / Name of Conference National Gathering for Indigenous Education

Departure and Return Dates Nov 19-22, 2024 Destination: Winnipeg, MB

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					
Travel Costs					
▪ Airfare (including trip cancellation insurance)	453.52		453.52		
▪ Rail/Bus					
▪ Taxi/Shuttle Bus/Car Rental in Calgary	50.37		50.37		
▪ Taxi/Shuttle Bus/Car Rental at Destination	69.74		69.74		
▪ Personal Vehicle _____ km @ 51¢/km (submit on Km Payment Form to Payroll)					Send original to Payroll for payment
Accommodations at Single Rate					
\$ _____ @ _____ Nights					
Meals (including tips) (excluding meals covered by Conference or Others)					
▪ Breakfast _____ 3 @ \$12.00	36.00			36.00	
▪ Lunch _____ 2 @ \$17.00	34.00			34.00	
▪ Dinner _____ 3 @ \$26.00	78.00			78.00	
▪ Or Actual Expense					
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					

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.

Thanks for tipping, Lori

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



CBE F [REDACTED]
11/19/24 11:21 AM

CA\$24.61

[Visit the trip page](#) for more information including invoices (where available)

You rode with Alemayehu

NDL License Number

UberX 10.58 kilometers 14 min

10:19 AM [REDACTED]
10:33 AM 2000 Airport Rd NE Calgary AB T2E 6W5 CA

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

Thanks for tipping, Lori

Here's your updated Tuesday afternoon ride receipt

Total **CA\$29.48**

rip fare	CA\$20.47
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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
Tip	CA\$3.84
GST	CA\$1.22



Payments

 CBE P-Card [REDACTED] **CA\$29.48**
11/19/24 5:19 PM

[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
 **4:41 PM** 222 Broadway Winnipeg MB R3C 0R3 CA

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

Thanks for tipping, Lori

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

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

Thanks for tipping, Lori

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 min

12:25 PM 375 York Ave Winnipeg MB R3C 3J3 CA
12:29 PM 222 Broadway Winnipeg MB R3C 0R3 CA

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

Thanks for tipping, Lori

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
Tip	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 International Airport (YWG) Winnipeg MB R3H 1C2 CA

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

Thanks for tipping, Lori

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

Payments



CBE P-Card [REDACTED]

11/22/24 9:05 PM

CA\$25.76

[Visit the trip page](#) for more information including invoices (where available)

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 [REDACTED]

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



eTicket Receipt

Prepared For
PRITCHARD/LORI MS

RESERVATION CODE	[REDACTED]
ISSUE DATE	24 Sep 24
TICKET NUMBER	[REDACTED]
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 Time 12:30pm	WINNIPEG MB, CANADA Time 3:35pm	Fare EconoF ex Seat Number 09F Included Bags 1 PIECE Booking Status OK TO FLY Fare Basis LCUD0LFW Not Valid After 1 DEC 24
22 Nov 24	WESTJET WS 269	WINNIPEG MB, CANADA Time 4:55pm	CALGARY INTL AB, CANADA Time 5:45pm	Fare EconoF ex Seat Number 09C Included Bags 1 PIECE Booking Status OK TO FLY Fare Basis LCUD0LFW Not Valid 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 centimeters

Prices of additional baggage pieces:

- 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 centimeters

Prices of additional baggage pieces:

- 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

ADDITIONAL ALLOWANCES AND/OR DISCOUNTS MAY APPLY DEPENDING ON FLYER SPECIFIC FACTORS / E.G. FREQUENT FLYER STATUS/MILITARY/ CREDIT CARD FORM OF PAYMENT/EARLY PURCHASE OVER INTERNET, ETC

Carry On Allowances

YYC to YWG , YWG to YYC 1 Piece (WS - WESTJET) carry on hand baggage

Carry On Charges

YYC to YWG , YWG to YYC - (WS - WESTJET) - Carry-on fees unknown - contact carrier

