

expense | monthly tracking report

claimant | Sawatzky, Martine
 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
ACPI Registration	07/10/2024	ACPI Registration for November 2024 Association canadienne des professionnels de l'immersion	\$291.38	other disclosed	PD course or registration fee
ACPI Convention Nov 7-9, 2024 Regina, SK	07/10/2024	Return Airfare - Calgary - Regina for Nov 6, 2024	\$699.22	travel	BUS airfare/bus/rail
ACPI Convention Nov 7-9, 2024 Regina, SK	11/09/2024	Accomodation	\$325.05	travel	BUS accommodation
ACPI Convention Nov 7-9, 2024 Regina, SK	11/06/2024	Taxi fare from Regina Airport to Venue	\$20.75	travel	BUS general
ACPI Convention Nov 7-9, 2024 Regina, SK	11/07/2024	Meals	\$52.00	travel	PD food/non alcoholic beverage
Cell Phone	11/30/2024	Monthly Service Charge	\$50.09	other disclosed	telecom/cell phone
Cell Phone	12/31/2024	Monthly Service Charge	\$50.09	other disclosed	telecom/cell phone



Invoice Summary November 2024



Service ID:

Subscriber: MARTINE SAWATZKY

Account Detail

Assignment Martine Sawatzky
Account No.

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

\$ 0.00

Other Charges and Credits

\$ 0.00

Taxes

\$ 2.39

GST

\$ 2.39

Total

\$ 50.09



Invoice Summary December 2024



Service ID:

Subscriber: MARTINE SAWATZKY

Account Detail

Assignment Martine Sawatzky
Account No.

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 \$ 0.00

Other Charges and Credits \$ 0.00

Taxes \$ 2.39

GST \$ 2.39

Total \$ 50.09



Association canadienne des professionnels de l'immersion
 170 Laurier Ouest, bureau 1106
 Ottawa, Ontario K1P 5V5
 (613) 230-9111

Sold To / Vendue à

Martine Sawatzky
 Calgary Board of Education

INVOICE / FACTURE

#MYCS311410655797

Invoice Date: 10th July, 2024

Confirmation Id: u3o7ixs3



Item	Description	Date	Quantity	Unit Price	Amount
109503-656724	Registration Type FULL PROGRAM Nov. 7-8-9, 2024 Non-Member (Martine Sawatzky)	2024-07-10	1	\$ 525.00	\$ 525.00
109466-656665	Optional activities : FREE ACTIVITY Welcoming reception, Thursday Nov. 7, 2024 - 6 p.m. to 9 p.m. 1 complimentary beverage and hors-d'oeuvres (Martine Sawatzky)	2024-07-10	1	\$ 0.00	\$ 0.00
8315	ANIM24 - Animateur/animateur (Martine Sawatzky)	2024-07-10	1	(\$ 262.50)	(\$ 262.50)
Subtotal					\$ 262.50
GST(5 %)					\$ 13.13
PST(6 %)					\$ 15.75
Total					\$ 291.38
Paid					\$ 291.38
Balance					\$ 0.00

2024/07/10 \$ 291.38 Trans ID: 49595-0_425 Credit Card Number: xxxx xxxx xxxx 5226 (M)

Numéro de TVH/ HST (11%) : 121982664RT0001



eTicket Receipt

Prepared For
SAWATZKY/MARTINE MRS

RESERVATION CODE
ISSUE DATE 10 Jul 24
TICKET NUMBER
ISSUING AIRLINE WESTJET
ISSUING AGENT WestJet/SDX

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
06 Nov 24	WESTJET WS 3270	CALGARY INTL AB, CANADA	REGINA SK, CANADA	Cabin ECONOMY Seat Number 05A Included Bags 1 PIECE Booking Status OK TO FLY Fare Basis LAXD0LFK Not Valid After 15 DEC 24
	Operated by: WESTJET ENCORE	Time 4:05pm	Time 6:38pm	
09 Nov 24	WESTJET WS 3389	REGINA SK, CANADA	CALGARY INTL AB, CANADA	Cabin ECONOMY Seat Number 05A Included Bags 1 PIECE Booking Status OK TO FLY Fare Basis LAXD0LFK Not Valid After 15 DEC 24
	Operated by: WESTJET ENCORE	Time 7:10pm	Time 7:58pm	

Allowances

Baggage Allowance

YYC to YQR - 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:

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

YQR 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:

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

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

Carry On Allowances

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

Carry On Charges

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

Payment/Fare Details

Form of Payment	CREDIT CARD - MASTERCARD : XXXXXXXXXX)
Fare Calculation Line	YYC WS YQR275.00WS YYC275.00CAD550.00END
Fare	CAD 550.00
Taxes/Fees/Carrier-Imposed Charges	CAD 32.00 YQI (OTHER AIR TRANSPORTATION CHARGES) CAD 30.05 XG8 (GOODS AND SERVICES TAX (GST)) CAD 18.92 CA4 (AIR TRAVELLERS SECURITY CHARGE) CAD 65.00 SQ (AIRPORT IMPROVEMENT FEE (AIF)) CAD 3.25 XG9 (GOODS AND SERVICES TAX (GST))
Total	CAD 699.22

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 outside Canada, baggage fees will be converted and charged in the local currency of the departure country. GST is charged on all itineraries that originate in Canada. Please see <https://www.westjet.com/en-ca/flights/fees> for more information.

Passengers embarking upon a journey involving an ultimate destination or a stop in a country other than the country of departure are advised that the provisions of an international treaty (the Warsaw Convention, the 1999 Montreal Convention, or other treaty), as well as a carrier's own contract of carriage or tariff provisions, may be applicable to their entire journey, including any portion entirely within the countries of departure and destination. The applicable treaty governs and may limit the liability of carriers to passengers for death or personal injury, destruction or loss of, or damage to, baggage, and for delay of passengers and baggage.


Additional protection can usually be obtained by purchasing insurance from a private company. Such insurance is not affected by any limitation of the carrier's liability under an international treaty. For further information please consult your airline or insurance company representative.

Data Protection Notice: Your personal data will be processed in accordance with the applicable carrier's privacy policy and, if your booking is made via a reservation system provider ("GDS"), with its privacy policy. These are available at <http://www.iatatravelcenter.com/privacy> or from the carrier or GDS directly. You should read this documentation, which applies to your booking and specifies, for example, how your personal data is collected, stored, used, disclosed and transferred. (applicable for interline carriage)

[Important Legal Notices](#)



ReservationDesk.com <confirmations@reservationdesk.com >
To ● Sawatzky, Martine M

 If there are problems with how this message is displayed, click here to view it in a web browser.

Guests: Martine Sawatzky, 1 adult, 0 children

Room: 1

[Cancellation Policy](#)

Customer Name: Martine Sawatzky

Customer Email: mmsawatzky@tobe.ab.ca

Subtotal: CA\$ 243.28

Taxes and Fees: CA\$65.78

Service Charge: CA\$15.99

Total Cost: CA\$325.05

Billing Name: Martine Sawatzky

CC Type: Mastercard

CC Number: XXXX - XXXX -

----- TRANSACTION RECORD -----

CAPITAL CAB 2000
473 MCDONALD STREET
REGINA SK

Thanks for using Capital Cabs
3067912222

Purchase

Nov 06,2024 11:36:28
MASTERCARD

Entry: Tap EMV (H)
Ref#: 206 0SMJI8S35JBC92G
Auth#: 048978 Response: 01-027
Order: MGO1730914584777
Username: 018

Amount	\$ 18.25
Tip	\$ 2.50
Total	\$ 20.75

A0000000041010 Mastercard
TVR 0000008001

Approved

FF/DT 00

Important: Retain this copy for your
record



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: <u>November 18, 2024</u>
Employee's Name <u>Martine Sawatzky</u>	Vendor #: _____
School / Department to mail cheque to _____	
Purpose of Trip / Name of Conference <u>ACPI - Association canadienne des professionnels de l'immersion</u>	
Departure and Return Dates <u>November 6-9</u>	Destination: <u>Regina, Saskatchewan</u>

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	291.38		291.38		
Travel Costs					
▪ Airfare (including trip cancellation insurance)	699.22		699.22		
▪ Rail/Bus					
▪ Taxi/Shuttle Bus/Car Rental in Calgary					
▪ Taxi/Shuttle Bus/Car Rental at Destination	20.75		20.75		
▪ Personal Vehicle _____ km @ 51¢/km (submit on Km Payment Form to Payroll)					Send original to Payroll for payment
Accommodations at Single Rate					
\$ _____ ³ @ _____ ^{108.35} Nights	325.05		325.05		
Meals (including tips) (excluding meals covered by Conference or Others)					
▪ Breakfast _____ @ \$12.00					
▪ Lunch _____ @ \$17.00					
▪ Dinner _____ ² @ \$26.00	52.00			52.00	
▪ Or Actual Expense					
Telecommunication Charges (Internet, phone calls)					
Parking – In Calgary					
Parking – at Destination					
Other – Provide Details					
TOTAL COST OF TRIP	1,388.40		1336.40		
CASH ADVANCE IF ANY-Ref # _____					
AMOUNT DUE TO (OWING BY) CLAIMANT				52.00	
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.