

expense | monthly tracking report

claimant | Nelson, Mike
position | Superintendent, School Improvement
level | Superintendent
reporting period | September 1 to October 31, 2024
date of report | November 29, 2024



**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Rogers Wireless	09/15/2024	Cell Phone	\$50.09	other disclosed	telecom/cell phone
Calgary Bridge Foundation for Youth Gala	10/08/2024	Attend Gala as CBE representative	\$120.00	other disclosed	conferences & workshops
Edmonton School Tour	10/10/2024	Meal Per Diem	\$12.00	travel	BUS food/non alcoholic beverage
Rogers Wireless	10/15/2024	Cell Phone	\$87.89	other disclosed	telecom/cell phone
College of Alberta School Superintendents	09/17/2024	Annual Membership	\$1,575.00	other disclosed	membership, due, fees

Service ID: [REDACTED]

Subscriber: MICHAEL NELSON

Account Detail		
Assignment	Michael Nelson	
Account No.	[REDACTED]	
Contract Detail		\$ 44.20
Contract Name	5GB Pooled Voice & D	
Options Charges		\$ 3.50
Calgary BoE Cimpl Bundle		\$ 3.50
Voice Charges		\$ 0.00
Charges for Additional Minutes		\$ 0.00
Peak Minutes	[REDACTED] min	
Off Peak Minutes	[REDACTED] min	
Total Airtime Minutes	[REDACTED] min	
Data Charges		\$ 0.00
Data Volume (MB)	4117.3936 MB	\$ 0.00
Browser Charge	0:00 min	\$ 0.00
Text Messages		\$ 0.00
Text Messages	281 msg	\$ 0.00
Long Distance Charges		\$ 0.00
Long Distance Charges	138:00 min	\$ 0.00
Roaming Charges		\$ 0.00
Voice Charges	0:00 min	\$ 0.00
Data Charges	0.0000 MB	\$ 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



THE CALGARY BRIDGE FOUNDATION FOR YOUTHS
893743971RR0001
Suite 1500, 910 7th Avenue SW
CALGARY AB T2P3N8 CAN
CALGARY, AB T2P3N8

OFFICIAL DONATION RECEIPT FOR INCOME TAX PURPOSES

RECEIPT NUMBER	RECEIPT DATE	LOCATION ISSUED
[REDACTED]	2024-10-08	CALGARY, AB
RECEIVED FROM	DONATION DATE	2024-10-08
[REDACTED]		
1221 8 Street SW	TOTAL AMOUNT RECEIVED	\$120.00
6th Floor	VALUE OF ADVANTAGE	[REDACTED]
Calgary, AB T2R0L4		
AUTHORIZED SIGNATURE	DESCRIPTION OF ADVANTAGE	See Donation Details
<i>S. N. Herman</i>	AMOUNT ELIGIBLE FOR TAX PURPOSES	[REDACTED]

Donation Details

TICKET NAME	TICKET NUMBER	AMOUNT PAID	TAX RECEIPT AMOUNT
General Gala Ticket	[REDACTED]	\$120.00	[REDACTED]
DESCRIPTION OF ADVANTAGE Dinner & dessert, attendance for the event speakers, entertainment, and awards ceremony.			

Questions? Email us at JPabustan@cbfy.ca

For information on all registered charities in Canada under the Income Tax Act please visit:

Canada Revenue Agency: <http://www.cra-arc.gc.ca/chrts-gvng/>



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: October 10, 2024

Employee's Name Michael W. Nelson Vendor #: _____

School / Department to mail cheque to School Improvement

Purpose of Trip / Name of Conference Facilities and Environmental Services - Edmonton school tours

Departure and Return Dates September 27, 2024 Destination: Edmonton, Alberta

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)					
▪ Rail/Bus					
▪ Taxi/Shuttle Bus/Car Rental in Calgary					
▪ Taxi/Shuttle Bus/Car Rental at Destination					
▪ 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 <u>1</u> @ \$12.00	<u>12.-</u>				
▪ Lunch _____ @ \$17.00					
▪ Dinner _____ @ \$26.00					
▪ 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	<u>12.-</u>				
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.

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Voice Charges		\$ 0.00
Charges for Additional Minutes		\$ 0.00
Peak Minutes	[REDACTED] min	
Off Peak Minutes	[REDACTED] min	
Total Airtime Minutes	[REDACTED] min	
Data Charges		\$ 0.00
Data Volume (MB)	4874.7852 MB	\$ 0.00
Browser Charge	0:00 min	\$ 0.00
Text Messages		\$ 0.00
Text Messages	128 msg	\$ 0.00
Long Distance Charges		\$ 0.00
Long Distance Charges	[REDACTED] min	\$ 0.00
Roaming Charges		\$ 0.00
Voice Charges	0:00 min	\$ 0.00
Data Charges	0.0000 MB	\$ 0.00
Other Fees		\$ 0.00
411 Service		\$ 0.00
Monthly Access Fees		\$ 0.00
Discount		\$ 0.00
Other Charges and Credits		\$ 36.00
Roam Like Home US		\$ 36.00
Taxes		\$ 4.19
GST		\$ 4.19
Total		\$ 87.89

