

expense | monthly tracking report

claimant | Pritchard, Lori

position | Education Director

level | Director

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
September Mileage	09/30/2024	Mileage	\$39.27	other disclosed	BUS mileage
Speak Indigenous Languages	10/18/2024	Mileage	\$148.41	other disclosed	BUS mileage
Speak Indigenous Languages	10/18/2024	Conference Pass	\$125.00	other disclosed	PD course or registration fee
Lunch - Per Diem	10/18/2024	Lunch Per Diem	\$17.00	other disclosed	PD food/non alcoholic beverage
October Mileage	10/31/2024	Mileage	\$38.25	other disclosed	BUS mileage
College of Alberta School Superintendents	09/17/2024	Membership	\$1,500.00	other disclosed	membership, due, fees



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 25, 2024


Employee's Name Lori Pritchard Vendor #: _____

School / Department to mail cheque to Indigenous Education Team

Purpose of Trip / Name of Conference Speak Indigenous Languages Revitalization Gathering

Departure and Return Dates October 18, 2024 Destination: Slyvan Lake, 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	125.00		125.00		1751-PD
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>291</u> km @ 51¢/km (submit on Km Payment Form to Payroll)	148.41		148.41	148.41	Send original to Payroll for payment
Accommodations at Single Rate					
\$ _____ @ _____ Nights					
Meals (including tips) (excluding meals covered by Conference or Others)					
▪ Breakfast _____ @ \$12.00					
▪ Lunch <u>1</u> @ \$17.00	17.00			17.00	1751-SUPGEN
▪ 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				165.41	
GST Breakout Area					

I certify  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.

Pritchard, Lori A

From: Powwow Times <messenger@messaging.squareup.com>
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To: Pritchard, Lori A
Subject: [EXTERNAL] Receipt from Powwow Times

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Powwow Times



Let Powwow Times know how your experience was

~~\$500.00~~

\$125.00

Speak Indigenous × 4 (<u>\$125.00 ea.</u>)	\$500.00
Speak Indigenous Language Conference Pass	
Total	\$500.00



Birchcliff Rd



Map data ©2024

Powwow Times
116 Birchcliff Lane
SYLVAN LAKE, AB T4S1R6

MasterCard (Chip) 

2024-

10-18-

LORI PRITCHARD

11:42

#VyQ8

Auth

code:

042630

AID: A0000000041010

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