

expense | monthly tracking report

claimant | Sawatzky, Martine

position | Education Director

level | Director

reporting period | September 1 to October 31, 2024

date of report | Friday, November 29, 2024



**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
College of Alberta School Superintendents	09/17/2024	Annual Membership 2024-25	\$1,575.00	other disclosed	membership, due, fees
Cell Phone	09/30/2024	Monthly Service Charge	\$50.09	other disclosed	telecom/cell phone
Cell Phone	10/30/2024	Monthly Service Charge	\$50.09	other disclosed	telecom/cell phone
AB Spanish Language Education Consortium	10/18/2024	Travel outside of city to Red Deer	\$154.53	travel	BUS mileage



CASS

College of Alberta School Superintendents

INVOICE

Invoice No.:
 Date: 09/17/2024
 Ship Date:
 Page: 1
 Re: Order No. Membership 2024-2025

1300, 10665 Jasper Avenue NW
 Edmonton, Alberta T5J 3S9
 Canada

Sold to:

Calgary Board of Education
 1221-8 Street SW
 Calgary, AB T2R 0L4

Ship to:

Calgary Board of Education
 1221-8 Street SW
 Calgary, AB T2R 0L4

Item No.	Unit	Quantity	Description	Tax	Unit Price	Amount
			CASS Membership 2024-2025			
			Martine Sawatzky	G		1,500.00
			Please Remit To: College of Alberta School Superintendents 1300, 10665 Jasper Ave Edmonton, AB T5J 3S9 G - GST 5.00% GST			75.00
College of Alberta School Superintendents GST: #10696 7052 RT						
Shipped By: Tracking Number:					Total Amount	1575.00
Comment:					Amount Paid	1575.00
Sold By:						

Service ID: Subscriber:MARTINE SAWATZKY

Account Detail	
Assignment Account No.	Martine Sawatzky
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

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	\$ 2.39
GST	\$ 2.39
Total	
	\$ 50.09



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>October 30, 2024</u>
Employee's Name <u>Martine Sawatzky</u>	Vendor #: _____
School / Department to mail cheque to _____	
Purpose of Trip / Name of Conference <u>Alberta Spanish Language Education Consortium Meeting</u>	
Departure and Return Dates <u>October 18, 2024 (1 day)</u>	Destination: <u>Red Deer, AB</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					
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>303</u> km @ 51¢/km (submit on Km Payment Form to Payroll)	154.53		154.53		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 _____ @ \$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	154.53		154.53		
CASH ADVANCE IF ANY–Ref # _____					
AMOUNT DUE TO (OWING BY) CLAIMANT					0.00
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.

