

# expense | monthly tracking report

claimant | Tink, Garry

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
Cell Phone	09/16/2024	Monthly Service Plan	\$50.09	other disclosed	telecom/cell phone
College of Alberta School Superintendents (CASS)	09/17/2024	Annual Membership Renewal	\$1,575.00	other disclosed	membership, due, fees
Edmonton High School Tour	09/27/2024	Meal	\$12.00	travel	PD food/non alcoholic beverage
Cell Phone	10/16/2024	Monthly Service Plan	\$60.59	other disclosed	telecom/cell phone
Foundations of Knowledge 2024-2025 Registration	10/16/2024	Online course	\$117.60	other disclosed	PD course or registration fee

Service ID: Subscriber:GARRY TINK

<b>Account Detail</b>		
Assignment Account No.	Garry Tink	
<b>Contract Detail</b>		<b>\$ 44.20</b>
Contract Name	5GB Pooled Voice & D	
<b>Options Charges</b>		<b>\$ 3.50</b>
Calgary BoE Cimpl Bundle		\$ 3.50
<b>Voice Charges</b>		<b>\$ 0.00</b>
Charges for Additional Minutes		\$ 0.00
Peak Minutes	424:46 min	
Off Peak Minutes	71:37 min	
Total Airtime Minutes	589:00 min	
<b>Data Charges</b>		<b>\$ 0.00</b>
Data Volume (MB)	3578.6035 MB	\$ 0.00
Browser Charge	0:00 min	\$ 0.00
<b>Text Messages</b>		<b>\$ 0.00</b>
Text Messages	1380 msg	\$ 0.00
<b>Long Distance Charges</b>		<b>\$ 0.00</b>
Long Distance Charges	15:00 min	\$ 0.00
<b>Roaming Charges</b>		<b>\$ 0.00</b>
Voice Charges	0:00 min	\$ 0.00
Data Charges	0.0000 MB	\$ 0.00
<b>Other Fees</b>		<b>\$ 0.00</b>
411 Service		\$ 0.00
Monthly Access Fees		\$ 0.00
Discount		\$ 0.00
<b>Other Charges and Credits</b>		<b>\$ 0.00</b>
Other Charges and Credits		\$ 0.00
<b>Taxes</b>		<b>\$ 2.39</b>
GST		\$ 2.39
<b>Total</b>		<b>\$ 50.09</b>



# CASS

College of Alberta School Superintendents

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

# INVOICE

Invoice No.: 167765  
Date: 09/17/2024  
Ship Date:  
Page: 1  
Re: Order No. Membership 2024-2025

**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

Business No.: 10696 7052

Item No.	Unit	Quantity	Description	Tax	Unit Price	Amount
			CASS Membership 2024-2025 Regular Members:	G G G G G G G G G G G G G G G G G G G		
			Gary Tink	G		1,500.00
			Please Remit To: College of Alberta School Superintendents 1300, 10665 Jasper Ave Edmonton, AB T5J 3S9	G G G G		
			G - GST 5.00% GST			75.00
College of Alberta School Superintendents GST: #10696 7052 RT						

Shipped By:					Tracking Number:		Total Amount
<b>Comment:</b>							Amount Paid
Sold By:							Amount Owning
							0.00



# 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](mailto:CBEAccountsPayable@cbe.ab.ca)) with a copy of your approved *Travel Within Alberta* form.

<b>Details of Trip   Please Print</b>	Date: <u>November 5, 2024</u>
Employee's Name <u>Garry Tink</u>	Vendor #: _____
School / Department to mail cheque to <u>Area 7</u>	
Purpose of Trip / Name of Conference <u>Edmonton High Schools Tour</u>	
Departure and Return Dates <u>September 27, 2024</u>	Destination: <u>Edmonton, Alberta</u>

Description of Expenses (Please attach receipts)	Total Cost (Canadian Dollars)	Exchange Rate (for information purposes)	Amount Paid by CBE <small>Invoice/P-Card/ Amex/ Payroll for Mileage (including GST)</small>	Amount Paid by Claimant <small>For Out of Pocket Expenditures (including GST)</small>	Alias to be charged for Claimant's Expenses
<b>Registration/Conference Fees</b>					
<b>Travel Costs</b>					
▪ 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
<b>Accommodations at Single Rate</b>					
\$ _____ @ _____ Nights					
<b>Meals</b> (including tips) (excluding meals covered by Conference or Others)					
▪ Breakfast _____ 1 @ \$12.00	12.00			12.00	
▪ Lunch _____ @ \$17.00					
▪ Dinner _____ @ \$26.00					
▪ Or Actual Expense					
<b>Telecommunication Charges</b> (Internet, phone calls)					
<b>Parking – in Calgary</b>					
<b>Parking – at Destination</b>					
<b>Other – Provide Details</b>					
<b>TOTAL COST OF TRIP</b>					
<b>CASH ADVANCE IF ANY–Ref # _____</b>					
<b>AMOUNT DUE TO (OWING BY) CLAIMANT</b>				12.00	
<b>GST Breakout Area</b>					

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.**

Service ID: Subscriber:GARRY TINK

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Assignment Account No.	Garry Tink	
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Contract Name	5GB Pooled Voice & D	
<b>Options Charges</b>		<b>\$ 3.50</b>
Calgary BoE Cimpl Bundle		\$ 3.50
<b>Voice Charges</b>		<b>\$ 0.00</b>
Charges for Additional Minutes		\$ 0.00
Peak Minutes	285:58 min	
Off Peak Minutes	52:12 min	
Total Airtime Minutes	356:00 min	
<b>Data Charges</b>		<b>\$ 0.00</b>
Data Volume (MB)	3326.0996 MB	\$ 0.00
Browser Charge	0:00 min	\$ 0.00
<b>Text Messages</b>		<b>\$ 10.00</b>
Text Messages	828 msg	\$ 10.00
<b>Long Distance Charges</b>		<b>\$ 0.00</b>
Long Distance Charges	5:00 min	\$ 0.00
<b>Roaming Charges</b>		<b>\$ 0.00</b>
Voice Charges	0:00 min	\$ 0.00
Data Charges	0.0000 MB	\$ 0.00
<b>Other Fees</b>		<b>\$ 0.00</b>
411 Service		\$ 0.00
Monthly Access Fees		\$ 0.00
Discount		\$ 0.00
<b>Other Charges and Credits</b>		<b>\$ 0.00</b>
Other Charges and Credits		\$ 0.00
<b>Taxes</b>		<b>\$ 2.89</b>
GST		\$ 2.89
<b>Total</b>		<b>\$ 60.59</b>



## The Outdoor Learning Store

Box 46  
Invermere, BC  
V0A 1K0

862502432RT0001

## RECEIPT

Calgary Board of Education  
Garry Tink  
1221 - 8 Street SW  
Calgary AB T2R 0L4  
403-923-4702

Invoice Number: 77549  
Invoice Date: October 16, 2024  
Order Number: 77549  
Order Date: October 16, 2024

Product	Quantity	Price
Season 1: Foundations of Knowledge 2024-2025 Registration (Canada) SKU: 60373-3-CANADA---SEASON-1-FOUNDATIONS-OF-KNOWLEDGE-(2024-2025)	1	\$140.00
<b>Subtotal</b>		\$140.00
<b>Discount</b>		-\$28.00
<b>GST on GST ONLY ITEMS (5%)</b>		\$5.60
<b>Total</b>		<b>\$117.60</b>

**Total Items** 1

[The Outdoor Learning School & Store](#) is a charitable social enterprise offering excellent outdoor learning training, tools, resources & equipment with 100% of proceeds going back to supporting outdoor learning non-profit initiatives!