

expense | monthly tracking report

claimant | Turner, Jennifer

position | Superintendent, School Improvement

level | Superintendent

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
Rogers Wireless	09/30/2024	Cell Phone	\$50.09	other disclosed	telecom/cell phone
Rogers Wireless	10/31/2024	Cell Phone	\$50.09	other disclosed	telecom/cell phone
College of Alberta School Superintendents	09/17/2024	Annual Membership	\$1,575.00	other disclosed	membership, due, fees
Edmonton School Tour	09/27/2024	Meal Per Diem	\$12.00	travel	BUS food/non alcoholic beverage

Subscriber: JENNIFER TURNER

Account Detail		
Assignment Account No.	Jennifer Turner	
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	162:00 min	
Off Peak Minutes	1:00 min	
Total Airtime Minutes	215:00 min	
Data Charges		\$ 0.00
Data Volume (MB)	2415.5459 MB	\$ 0.00
Browser Charge	0:00 min	\$ 0.00
Text Messages		\$ 0.00
Text Messages	59 msg	\$ 0.00
Long Distance Charges		\$ 0.00
Long Distance Charges	55:00 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

Subscriber: JENNIFER TURNER

Account Detail		
Assignment Account No.	Jennifer Turner	
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	184:00 min	
Off Peak Minutes	1:00 min	
Total Airtime Minutes	224:00 min	
Data Charges		\$ 0.00
Data Volume (MB)	2942.1279 MB	\$ 0.00
Browser Charge	0:00 min	\$ 0.00
Text Messages		\$ 0.00
Text Messages	74 msg	\$ 0.00
Long Distance Charges		\$ 0.00
Long Distance Charges	35:00 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



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

Business No.: 10696 7052

Item No.	Unit	Quantity	Description	Tax	Unit Price	Amount	
			CASS Membership 2024-2025 Regular Members: Jennifer Turner	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	1,575.00
Comment:						Amount Paid	
Sold By: _____						Amount Owing	



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 18, 2024

Employee's Name Jennifer Turner, Superintendent 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/return 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 _____ 1 @ \$12.00	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					
CASH ADVANCE IF ANY–Ref # _____					
AMOUNT DUE TO (OWING BY) CLAIMANT					
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.