## expense | monthly tracking report

claimant | Cooper, Lori

position | Education Director

level | Director

reporting period | July 1 to August 31, 2025

date of report | Friday, September 26, 2025



Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
CASS CEP Course	08/12/2025	CASS August 2025 Pre-Conference, Edmonton, AB	\$892.50	travel	PD course or registration fee
CASS CEP Course	8/13/2025	CASS August 2025 Pre-Conference, Edmonton, AB	\$587.20	travel	PD accommodation
CASS CEP Course	8/13/2025	CASS August 2025 Pre-Conference, Edmonton, AB	\$26.40	travel	BUS mileage
CASS CEP Course	8/13/2025	CASS August 2025 Pre-Conference, Edmonton, AB	\$60.00	travel	PD food/non alcoholic beverage

From: Auto-Receipt snoreply@mail.authorize.net>

Sent on: Friday, June 13, 2025 5:19:42 PM

To: Cooper. Lori M

Subject: [EXTERNAL] Transaction Receipt from College of Alberta School Superintendents Society for \$892.50 (CAD)

### ATTENTION: This message came from outside of the CBE and could be Spam or Phishing.

Do not click links or open attachments unless you recognize the sender and you are certain that the content is safe, [Learn More]

Forward suspicious messages to chishang the ab co.

Order leformation
Description: 2

2025 Summer Pre-conference

Invoice Number CASS-14140

Billing Information

Shipping Information

Total: \$892.60 (CAD)

#### Payment Information

Date/Time: 13-Axi-2025 10:19.41 PDT

Transaction ID 81081592309
Payment Method MesterCard

Transaction Type: Purchase

Auth Code

#### Merchant Contact Information

College of Alberta School SuperIntendents Society

Edmordon, AB T5J3S9

laurel knowles@cass.ab ca

Page: 1 of 1



CASS - Alberta Superintendents

Lori Cooper

Room:

Folio:

109

Cashier: Arrival:

08-11-25

Departure:

08-13-25

Reference:

Group: CASS ASBOA Summer Conference Aug2025

Folio No.:

Date	Description	Additional Information	Charges	Credits
08-11-25	Room charge		259.00	
08-11-25	DMF		10.36	
08-11-25	Tourism Levy		10.77	
08-11-25	GST		13.47	
08-12-25	Room charge		259.00	
08-12-25	DMF		10.36	
08-12-25	Tourism Levy		10.77	
08-12-25	GST		13.47	
08-13-25	Master Card / Euro Card			587.20
		Total	597.20	507

GST Summar	У
Reg. No: 7396	51 5284 RT0002
Room	26.94
F&B	0.00
Other	0.00
Total	26.94

Total	587.20	587.20
Balance Due	0.00 CDN	V

Guest Signature: \_\_\_\_\_\_

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part of or the full amount of these charges.



# Kilometre Travel Log

**Directions:** Complete this form to track kilometres travelled. To receive payment, please enter the total weekly kilometres into your timesheet in PeopleSoft, and then submit a hardcopy of the Kilometre Travel Log form to your Manager or Principal. You may wish to retain a copy for your own records. **Subs and Casuals:** Refer to Substitute Teacher/Casual Employee Travel Log

Section 1: Your Employee Information  To be completed by Employee							
Employee ID:	*	First Name:*			t Name:*		
Section 2: Tr	=					ted by Employee	
	e, purpose, beginning	and ending locations	, and distance of eac	h trip on a sep	arate row.	Distance in	
<b>Date</b> DD-MM-YY	Purpose	Purpose for Trip		rom	Trip Ends At	km	
The total weekly km must be entered into the timesheet in PeopleSoft.  Total Kilometres							
PeopleSoft Tin	ne Approver		·				
Combo Code entered into PeopleSoft							
Section 3: To be completed by Employee and Approver The approver must create a PDF copy of the completed Travel Log and send to: <a href="mailto:cbeincoming@wcdconnect.com">cbeincoming@wcdconnect.com</a>							
Employee Signature:*		Time Approve	r Name:*				
Employee Pho	ne:*		Time Approve	Time Approver Signature:*			
Date DD-MM-YY:	*	Time Approv	er	Date DD-MM-YY:*			
Daraanal information		barity of Albarta's Francisms	of Information and Dratactic	on of Drivoov Act (	OID) This information will		

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