

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 <noreply@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 chisham@cbe.ab.ca.

Order Information

Description: 2025 Summer Pre-conference
Invoice Number CASS.14140

Billing Information

Shipping Information

Total: \$892.60 (CAD)

Payment Information

Date/Time: 13-Jun-2025 10:19:41 PDT
Transaction ID: 81081592309
Payment Method: MasterCard
Transaction Type: Purchase
Auth Code:

Merchant Contact Information

College of Alberta School Superintendents Society
Edmonton, AB T5J3S9
CA
laurel.knowles@cass.ab.ca



JW MARRIOTT

EDMONTON ICE DISTRICT

CASS - Alberta Superintendents
Lori Cooper

Room:
Folio:
Cashier: 109
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 | | | 587.20 | 587.20 |
| Balance Due | | | 0.00 | CDN |

GST Summary

Reg. No: 73961 5284 RT0002

Room 26.94

F&B 0.00

Other 0.00

Total 26.94

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.

JW Marriott Edmonton ICE District
10344 102 Street | Edmonton, Alberta T5J 0K9 Canada
Telephone: (780) 784-7950 Toll Free: (888) 236-2427



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](#)

[illegible]