expense | monthly tracking report

claimant | Nelson, Mike

position | Superintendent, School Improvement

level | Superintendent

reporting period | November 1 to December 31, 2023

date of report | February 9, 2024



Description	Date	Catalon Carlotte		
	(mm/dd/yyyy)	Details angor Katlonale	Amount (CDN\$) Category	Expense Type
Kilometre reimburgement	44104100	1 0000		
MIGHING INCHINAL SCHILLER	11/24/23	CASS Zone 5 meeting Airdrie	\$17.34 Other disclosed	. 010
Kilometre reimbursement	12/05/22	No. in the state of the state o	Decolocid Idilio Fo. 119	bus mleage
TION DO	12/03/23	INOVERTIBLE MILEAGE	\$93 84 other disclosed	0170
Cell phone	11/20/12	R. M. = 10.4 Let 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1.	Decode ding to och	BUS mileage
	11/30/23	INIONINI Service charge	\$40 88 other disclosed	N 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
Kilometre reimburgemont	40,00,00		משפחוספות ושווים מופרים	relecom/cell phone
ייים ווכווס וכווווסמו ספווופווו	12/22/23	December mileage	CES 03 other displaced	
Call phone	20124100		pasciosia disciosed	conterences & workshops
October 1900	12/3/1/23	IMOnthly service charge	CAO DO Othor dipologic	
			#49.00 onlei disciosed	Telecom/cell phone

MY



Calgary Board of Education 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 (CBEAccounts Payable@cbe.ab.ca) with a copy of your approved Travel Within Alberta form.

Details of Trip Please Print			Date: [December 4, 20)23
	_				
Employee's Name Michael W. Nelson	al Improvement		Vendor #:		
School / Department to mail cheque to School					
Fulpose of Trip / Name of Conference	S Zone 5		6 -	O.L. I Divisi	an Airdeia
Departure and Return Dates November 24,	2023	Destina	tion: Rockyviev	V School Divisi	on, Airdne
Description of Expenses	Total Cost	Exchange	Amount Paid	Amount Paid	Alias to be charged for
(Please attach receipts)	(Canadian Dollars)	Rate (for information purposes)	hy CBE Invaice/P-Card/ Amex/ Payroll for Mileage (including GST)	by Claimant For Out of Pocket Expenditures (including GST)	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 34 km @ 51¢/km (submit on Km Payment Form to Payroll)	17.34				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					
• Dinner					
Or Actual Expense					
Telecommunication Charges (Internet, phone calls)					
Parking – in Calgary					
Parking – at Destination					
Other – Provide Details					l v
TOTAL COST OF TRIP	1734				
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	Could Amore Co	ed Involone	Approved by S		also be attached to this
NOTE Copies of amounts paid through the Polaim, in addition to items claimed for all Out of	of Pocket Expens	ru, myorces i ses.	and wineage clai	in i Orma must	are so and are to the

Date Revised | 2022/09/22 Date Created | 2012/12/04



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 <u>Substitute Teacher/Casual Employee Travel Log</u>

Section 1: Yo	ur Ei	mployee Info	rmation					To be complete	ed by Employee	
Employee ID:* First Name:* Mich			Micha	ael W.	Last N	lame:*	Nelson			
Section 2: Tri	p De	tails:						To be complete	ed by Employee	
Record the date	, pur	ose, beginning	and ending loca	tions, a	nd distance of each tr	rip on a s	eparate	row.	7769	
Date DD-MM-YY		Purpose			Trip Starts From			ip Ends At	Distance in km	
01-Nov-2023		Area 3 Operat	ional meeting		Area 3		Educ	cation Centre	5.6	
01-Nov-2023		CASS Fall	conference		Education Centr	re		eerfoot Inn	17.0	
02-Nov-2023		Mee	ting		Deerfoot Inn		Educ	cation Centre	17.0	
15-Nov-2023		Schoo	l Visit	R	obert Thirsk High S	School	Educ	cation Centre	16.0	
17-Nov-2023		Schoo	l Visit		H.D. Cartwright	t L	Bob E	dwards School		
17-Nov-2023		Schoo	l Visit		Bob Edwards Sch	lool	Educ	ation Centre	10.0	
24-Nov-2023		CASS	Zone 5	R	ockyview School Di	ivision	Educ	cation Centre	34	
27-Nov-2023		Schoo	l Visit		Louise Dean Scho	ool	O.S. (Geiger School	8.2	
27-Nov-2023		Schoo	l Visit		O.S. Geiger Scho	loc		cation Centre	19	
29-Nov-2023		Schoo	l Visit	E	ducation Centre (re	eturn)		Morrow Schoo		
30-Nov-2023		ATA Ope	n house		Education Centr	e l	Α	TA Office	15	
				_						
					20					
6										
The total weekl	y km	must be enter	ed into the time	sheet i	n PeopleSoft.		Total Ki	lometres	183.8 /84	
PeopleSoft Tim	е Ар	prover		me land	CONTRACTOR OF STREET					
Combo Code ei	ntere	d into PeopleS	ioft							
Section 3: The approver mu	ust cr	eate a PDF cor	by of the comple	ted Trav	vel Log and send to:	To be	complet	ed by Employe odconnect.com	ee and Approver	
Employee Signature:*		- ·-·	-		Time Approver Name:			Gary Strother		
Employee Phor	ne:*	(403) 817	•		Time Approver Signature:*					
Date DD-MM-YY:	•	05-Dec-2023	Time Ap		403-817-		Dat	te DD-MM-YY:*	DEC 0 7 2023	
D 11.7	in		aniba of Albantala Esa	odom of la	oformation and Protection of	of Privacy A	ct (FOIP)	This information will h	ne used for the	

Personal information is collected under the authority of Alberta's Freedom of Information and Protection of Privacy Act (FOIP). This information will be used for the management of personnel and for the delivery of Human Resources programs at the Calgary Board of Education. It will be treated in accordance with the privacy protection provisions of FOIP. If you have any questions about this collection of personal information, please contact a HR Employee Contact Centre Representative at 403–817-7333 to direct your question.

Kilometre Travel Log Revision Date: 2023/07/12 Page 1 of 2 approved in Reopole soft verialed "H



Invoice Summary November 2023



Service ID

Subscriber: MICHAEL NELSON

Account Detail		
Assignment Account No.	Michael Nelson	
Contract Detail		\$ 44.00
Contract Name	3GB Pooled Voice & D	
Options Charges		\$ 3.50
Calgary BoE Cimpl Bundle		\$ 3,50
Voice Charges		\$ 0.00
Charges for Additional Minutes Peak Minutes Off Peak Minutes Total Airtime Minutes	431:00 min 63:00 min 607:00 min	s 0,00
Data Charges		\$ 0.00
Data Volume (MB) Browser Charge	2994;3857 MB 0:00 min	\$ 0:00 \$ 0 00
Text Messages		\$ 0.00
Text Messages		5 0:00
Long Distance Charges		\$ 0.00
Long Distance Charges		3 0 00
Roaming Charges		\$ 0.00
Voice Charges Data Charges	0:00 min 0:0000 MB	s 0.00 \$ 0.00
Other Fees		\$ 0.00
411 Service Monthly Access Fees Discount		\$ 0:00 \$ 0:00 \$ 0 00
Other Charges and Credits		\$ 0.00
Other Charges and Credits		\$ O _* 00
Taxes		\$ 2.38
GST		\$ 2,38
Total		\$ 49.88



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 <u>Substitute Teacher/Casual Employee Travel Log</u>

Section 1: Yo	our Employee Info	mation					To be completed	by Em	ployee
Employee ID	:*	First Name:*	Micha	ael W,	Last N	ame:*	Nelson		
Section 2: Tr	· ·						To be completed	by Em	ployee
Record the date	e, purpose, beginning	and ending location	ons, ar	d distance of each tr	ip on a s	eparate r	ow.		
Date DD-MM-YY	Purpose	for Trip		Trip Starts From	1	Tr	ip Ends At		ince in (m
01-Dec-2023	Schoo	l Visit		Sir Winston Churc	hill	DC	- Bowness	7	7.7
01-Dec-2023	Schoo	l Visit		DC - Bowness		Dr. Gor	don Townsend	€	6.4
01-Dec-2023	Schoo			Dr. Gordon Towns	end	Educ	ation Centre	8	3.4
06-Dec-2023	Elder Adviso	ory Council	N	iitsitapi Learning C	entre	Educ	ation Centre	1.	2.6
15-Dec-2023	Schoo	l Visit		G.P. Vanier		John G	i. Diefenbaker		1.8
15-Dec-2023	Schoo	l Visit		John G. Diefenbal	ker	Educ	ation Centre		0.1
19-Dec-2023	Schoo	l Visit		Education Centr	е	Beddir	ngton Heights		2.9
19-Dec-2023	Schoo	l Visit		Beddington Heigh	nts	Educ	ation Centre	1:	2.9
20-Dec-2023	Schoo	l Visit		Simon Fraser		Buch	anan School	7	7.5
20-Dec-2023	School	l Visit		Buchanan School	ol	Beddir	ngton Heights	5	5.7
20-Dec-2023	School	Visit		Beddington Heigh	nts	Educ	ation Centre	1:	3.0
The total week	y km must be entere	d into the timest	neet in	PeopleSoft.	7	otal Kilo	ometres	1	02
PeopleSoft Tim									
	ntered into PeopleSo	oft							
Section 3: The approver m	ust create a PDF copy	of the completed	Trave	l Log and send to: cl			ed by Employee a	and Ap	orover
Employee Signature:		·		Time Approver Na		Total	Strother		
Employee Phor	ne: 403817			Time Approver Si	gnature:	-			
Date DD-MM-YY:	22-Dec-2023	Time Appr Phone:*	over			Date	DD-MM-YY:* 72	12	23
management of pers	is collected under the autho onnel and for the delivery of you have any questions ap-	Human Resources pro	grams a	t the Calgary Board of Edu	ication. It w	II be treate	d in accordance with the	e privacy (protection

Kilometre Travel Log Revision Date* 2023/07/12 Page 1 of 2

to direct your question.

An 10/24. Bester i enailed



① Cimpl Invoice Summary December 2023



Service ID: Subscriber: MICHAEL NELSON

Account Detail		
Assignment Account No.	Michael Nelson	
Contract Detail		\$ 44.00
Contract Name	3GB Pooled Voice & D	
Options Charges		\$ 3.50
Calgary BoE Cimpl Bundle		\$ 3.50
Voice Charges		\$ 0.00
Charges for Additional Minutes Peak Minutes Off Peax Minutes Total Airtime Minutes	329:30 min 93:00 min 524:00 min	5 D _* 90
Data Charges		\$ 0.00
Data Volume (MB) Browser Charge	2039:5625 MB 0:00 min	s 0,00 s 0,00
Text Messages		\$ 0.00
Text_Messages		5 0.00
Long Distance Charges		\$ 0.00
Long Distance Charges		\$ 0.00
Roaming Charges		\$ 0.00
Voice Charges	0:00 min	\$ 0,00
Data Charges	3.0000 MB	\$ 0,00
Other Fees		\$ 0.00
411 Service Monthly Access Fees Discount		5 0.00 \$ 0.90 \$ 0.00
Other Charges and Credits		\$ 0.00
Other Charges and Credits		2 ()-30
Taxes		\$ 2.38
GSΓ		s 2:38
Total		\$ 49.88