

expense | monthly tracking report

claimant | Poirier, Martin
 position | Education Director
 level | Director
 reporting period | November 1 to December 31, 2023
 date of report | February 9, 2024



**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Cell Phone	11/15/2023	Cell Phone Charges	\$49.88	other disclosed	telecom/cell phone
Cell Phone	12/15/2023	Cell Phone Charges	\$49.88	other disclosed	telecom/cell phone
Taxi - OLEP Meeting	12/11/2023	Taxi//Shuttle	\$127.04	travel	PD general
OLEP Meeting	12/11/2023	Accommodations	\$252.04	travel	PD general
Gas	12/11/2023	Gas for vehicle	\$40.31	travel	PD general

Service ID: Subscriber:M. POIRIER

Account Detail		
Assignment	Martin Poirier	
Account No.		
Contract Detail		\$ 44.00
Contract Name	3GB 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		
Off Peak Minutes		
Total Airtime Minutes		
Data Charges		\$ 0.00
Data Volume (MB)		\$ 0.00
Browser Charge	0:00 min	\$ 0.00
Text Messages		\$ 0.00
Text Messages		\$ 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	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		\$ 2.38
GST		\$ 2.38
Total		\$ 49.88

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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) with a copy of your approved *Travel Within Alberta* form.

Details of Trip | Please Print Date: Jan 9, 2024

Employee's Name Martin Poirier Vendor #: _____

School / Department to mail cheque to _____

Purpose of Trip / Name of Conference Provincial Advisory Committee OLEP

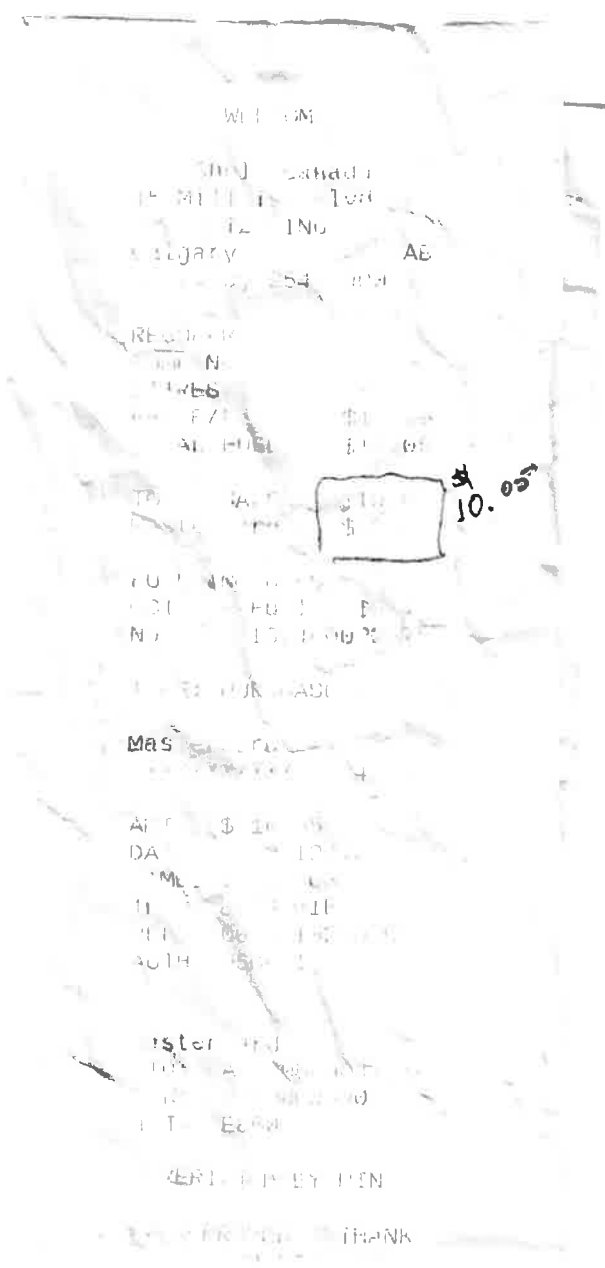
Departure and Return Dates Dec 11 to Dec 12 2023 Destination: Edmonton

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	127.04		127.04		PCard
▪ 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					
\$ <u>252.04</u> @ <u>1</u> Nights	252.04		252.04		PCard
Meals (including tips) (excluding meals covered by Conference or Others)					
▪ Breakfast <u>1</u> @ \$12.00	12.00				9031-OLEP
▪ Lunch _____ @ \$17.00					
▪ Dinner <u>1</u> @ \$26.00	26.00				9031-OLEP
▪ Or Actual Expense					
Telecommunication Charges (Internet, phone calls)					
Parking – in Calgary					
Parking – at Destination					
Other – Provide Details	40.31		40.31		Gas rental car PCard
TOTAL COST OF TRIP					
CASH ADVANCE IF ANY–Ref # _____					
AMOUNT DUE TO (OWING BY) CLAIMANT				38.00	
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.



TRANSACTION RECORD
ESSO 7-ELEVEN 37825

4950 CALGARY TRAIL NW
EDMONTON AB T6H 5H5

DATE: 2023-12-12 TIME: 14:19:32
STORE #: 00302341 TRANS #: 357015
Paypoint: 02C Cashier: manager
*** DUPLICATE ***
GST: R119335453

FUEL (L) (\$/L) (\$)
Pump 2
REG 24.031 1.259 30.26
TOTAL CAD \$ 30.26

CREDIT \$ 30.26
* GST INCLUDED IN FUEL \$ 1.44

PURCHASE \$ 30.26
MCARD EET *** *****2924
REFERENCE #: ****196 010019790 C
INVOICE #: 548024
AUTH #:

Mastercard
A01000004101
TVR: 00000000
TSI: E303
01/027 APPROVED - THANK YOU
Reconciliation ID: 0139173
What if buying gas fuel: do your points?
Only Esso and Mobil gas earns you PC
Optimum points.
PC Optimum Inquiries: 1-866-727-6468
Imperial Inquiries: 1-800-567-3776

-- IMPORTANT --
Retain This Copy For Your Records

--- Customer's Copy ---



Renter Information

Renter Name

MARTIN POIRIER

Renter Address

CALGARY, AB T2W4S4
CAN

Vehicle Information

KONA

License #: A01782

State/Province: AB

Unit #: 8CS9VH

Vehicle #: MU720276

Vehicle Class Driven

Compact SUV AWD 4 door/Automatic/
Air

Vehicle Class Charged

Compact SUV AWD 4 door/Automatic/
Air

Odometer Mileage/Kilometers

Starting: 62015 **Ending:** 62651

Total: 636

Fuel

Starting: 1/2 **Ending:** 9/16

Trip Information

Pickup

Monday, December 11, 2023 12:38 PM

SOUTH CALGARY FISHCREEK

14371 MACLEOD TRAIL SW
CALGARY, AB T2Y 1M7
CAN

Return

Tuesday, December 12, 2023 6:08 PM

SOUTH CALGARY FISHCREEK

14371 MACLEOD TRAIL SW
CALGARY, AB T2Y 1M7
CAN

Renter Charges

Rental Rate	Time & Distance 2 Day at 59.79 CAD / Day	119.59 CAD
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Mileage	Unlimited Mileage	Included
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Taxes and Fees	Goods And Services Tax (5.00%)	6.05 CAD
	Vehicle License Fee Recovery (0.70 CAD / Day)	1.40 CAD

Total		127.04 CAD
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(Subject to audit)

Amount charged on December 13, 2023 to MASTERCARD (2924)	(127.04 CAD)
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APN: Mastercard
AID: A0000000041010
Verified: PIN
Entry: Chip
TSI: E800

Amount Due	0.00 CAD
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Thank you for renting
with Enterprise Rent-A-
Car

We appreciate your business!

This email was automatically generated from an unattended mailbox, so please do not reply to this e-mail.

If you have any questions about your rental, please view our Frequently



Martin Poirier
 275 Woodridge Dr Sw
 Calgary AB T2W 4S4
 Canada

INFORMATION INVOICE

Room No. : 1004
 Arrival : 12-11-23
 Departure : 12-12-23
 Page No. : 1 of 2
 Folio No. : 121251
 Conf. No. : 323199855
 Cashier No. : 1117
 Custom Ref. :

Company Name :
 Group Name :
 Guest Name :

Date	Description	Charges	Credits
12-11-23	Internet Room# 1004 : Premium Wifi/ Chrome	12.95	
12-11-23	GST	0.65	
12-11-23	Package Revenue	210.00	
12-11-23	Destination Marketing Fee	5.73	
12-11-23	Room GST	9.84	
12-11-23	Tourism Levy	7.87	
12-12-23	Loft 106 Room# 1004 : CHECK# 561	5.00	
12-12-23	Mastercard XXXXXXXXXXXX2924 XX/XX		252.04
Total Charges		252.04	
Total Credits			252.04
Balance			0.00

Merchant ID		Credit Card #	XXXXXXXXXXXX2924
Transaction ID	27486907	Credit Card Expiry	XX/XX
Approval Code	072342	Capture Method	Manual

I agree that I am personally liable for payment of this account, and if this person, company or association indicated does not settle within a reasonable period, my liability for payment should be joint and several with such person, company or association.

Matrix Hotel | 10640 100 Ave NW | Edmonton, AB T5J 3N8
 Reservations: (866) 465-8150 | Telephone: (780) 429-2861 | Fax: (780) 420-4962
 Email: info@matrixedmonton.com
 www.matrixedmonton.com



Martin Poirier
275 Woodridge Dr Sw
Calgary AB T2W 4S4
Canada

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Custom Ref. :

Company Name :
Group Name :
Guest Name :

Approval Amount 252.04

Transaction Amount 252.04

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www.matrixedmonton.com



**Calgary Board
of Education**

Authorization for travel within Alberta

Name of employee: Poirier, Martin

Position: Education Director

School or department: Office of the Director - Area 6

Name of Event/Conference: PAC

Purpose of travel/name of conference: Member of the provincial committee

Location(s) travelled to: Edmonton

Departure date: 12/11/2023

Return date: 12/12/2023

Estimated total cost of travel: \$ 600.00

Specified Expenses

Car rental, Hotel, meals

Budget to be charged/source of funding: Languages I OLEP

Additional Supporting Information

Approver: Pitman, Joanne L

Request Status: Approved

Comments:

Request Audit Log:

10/31/2023 12:00:33 PM - Request Created by Poirier, Martin

10/31/2023 12:02:18 PM - Request Submitted by Poirier, Martin

10/31/2023 12:05:06 PM - Request Approved by Pitman, Joanne L

This form is for reference only, it does not constitute a corporate record.