

# expense | monthly tracking report

claimant | Poirier, Martin

position | Education Director

level | Director

reporting period | September 1 to October 31, 2023

date of report | December 8, 2023



**Calgary Board  
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CAD\$)	Category	Expense Type
Cell Phone	09/15/2023	Cell Phone Charges	\$49.88	other disclosed	telecom/cell phone
Cell Phone	10/15/2023	Cell Phone Charges	\$49.88	other disclosed	telecom/cell phone
ACPI Conference   CADDRA	10/31/2023	Registration Conference Fee	\$987.07	other disclosed	PD course or registration fee
ACPI Conference   CADDRA	10/31/2023	Tax/Shuttle	\$61.88	travel	PD general
ACPI Conference   CADDRA	10-31-2023	Accommodations	\$924.63	travel	PD accommodation
CASS Membership	09/30/2023	Annual Membership Renewal 2023-2024	\$1,450.00	other disclosed	membership, due, fees



# Invoice Summary September 2023



Service ID:

Subscriber: MARTIN POIRIER

## Account Detail

Assignment Martin Poirier  
Account No.

## Contract Detail

**\$ 44.00**

Contract Name 3GB Pooled Voice & D

## Options Charges

**\$ 3.50**

Options Charges

## 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**



# Invoice Summary October 2023



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Subscriber: MARTIN POIRIER

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Calgary BoE Cimpl Bundle @ \$3.50 \$ 3.50

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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: Oct 31, 2023

Employee's Name Martin Poirier Vendor #: \_\_\_\_\_

School / Department to mail cheque to Area 61 Languages

Purpose of Trip / Name of Conference CADDRA Conference IACPI recording

Departure and Return Dates Sept 27, 2023 to Oct 3, 2023 Destination: Montral | Ottawa

Description of Expenses (Please attach receipts)	Total Cost (Canadian Dollars)	Exchange Rate <small>(for information purposes)</small>	Amount Paid by CBE <small>Invoice/P-Card/ Amex/ Payroll for Mileage (including GST)</small>	Amount Paid by Claimant <small>For Out of Pocket Expenditures (including GST)</small>	Alias to be charged for Claimant's Expenses
<b>Registration/Conference Fees</b>	987.07		987.07		P-Card
<b>Travel Costs</b>					
▪ Airfare (including trip cancellation insurance)					Paid by ACPI
▪ Rail/Bus					
▪ Taxi/Shuttle Bus/Car Rental in Calgary					Paid by ACPI
▪ Taxi/Shuttle Bus/Car Rental at Destination	61.88		61.88		P-Card
▪ Personal Vehicle _____ km @ 51¢/km (submit on Km Payment Form to Payroll)					Send original to Payroll for payment
<b>Accommodations at Single Rate</b>					
\$ <u>308.21</u> @ <u>3</u> Nights	924.63		924.63		P-Card
<b>Meals</b> (including tips) (excluding meals covered by Conference or Others)					
▪ Breakfast <u>3</u> @ \$12.00	36.00			36.00	9031-OLEP
▪ Lunch _____ @ \$17.00					
▪ Dinner <u>3</u> @ \$26.00	78.00			78.00	9031-OLEP
▪ Or Actual Expense					
<b>Telecommunication Charges</b> (Internet, phone calls)					
<b>Parking – in Calgary</b>					Paid by ACPI
<b>Parking – at Destination</b>					
<b>Other – Provide Details</b>					
<b>TOTAL COST OF TRIP</b>	2087.58				
<b>CASH ADVANCE IF ANY</b> –Ref # _____					
<b>AMOUNT DUE TO (OWING BY) CLAIMANT</b>				114.00	
<b>GST Breakout Area</b>					

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.**

**Martin Poirier**  
Calgary  
Canada

**Summary Of Charges/Résumé des frais**

- Reg #

<b>QTY</b>	<b>Description</b>	<b>Cost</b>
1	Canadian-based Affiliate	165.00
1	All Access - Member (Physician)	715.00
	GST(5%)	35.75
	QST(9.975%)	71.32
	Total Charged Received by CC on 08/28/2023	987.07
	Balance Due	0.00

**Session Selection**

**Breakout Session 10:30 - 11:30 (Saturday)**

Organizational, Time Management, and Planning skills (OTMP) for youths with ADHD and their parents in the transition to high school

**Breakout Session 11:45-12:45 (Saturday)**

Réadaptation du TDA/H : Avantages d'une approche de groupe holistique implantée dans le réseau de la santé

**Choice of Two Panel Discussions (Saturday)**

ADHD in Special Populations

**Choice of Two Panel Discussions (Sunday)**

Managing Sleep, Screens and Diet in ADHD

**Breakout 12 - 1 (Sunday)**

Comment Aider Vos Clients à Passer De La Procrastination à L'action

**Breakout sessions 2-3 pm (Sunday)**

Not so fast! Providing Appropriate Documentation and Reasonable Accommodation Recommendations for Students with ADHD

TAXI



Accommodations

Le Centre Sheraton Montreal Hotel  
1201 Blvd Rene-Levesque Ouest  
Montreal, PQ H3B 2L7  
Canada  
Tel: 514-878-2000 Fax: 514-878-3958



CALGARY, AB, T2W4S4  
Canada  
CA5536 - CADDRA ANNUAL CONFERENCE SEP2

Page : 1      Recu/Invoice : 1000384985  
Client :  
Folio ID : A  
Arrivee : 27-SEP-23      22:05  
Depart : 01-OCT-23      14:58  
Nb. Client : 2  
Chambre/Room : 1219  
Marriott Bonvoy Number : 0533

Copy Tax Recu/Bill

Tax ID : TPS/GST 754486314-RT0001 TVQ/PST 1225644094  
Le Centre Sher YULSI OCT-10-2023 12:44 AFRAT882

Date	Reference	Description	Charges (CAD)	Credits (CAD)
28-SEP-23	RT1219	Chambre/Room	259.00	
28-SEP-23	RT1219	Taxe Heb/Lodging Tax	9.07	
28-SEP-23	RT1219	TPS/GST 5%	13.40	
28-SEP-23	RT1219	TVQ/PST 9.975%	26.74	
29-SEP-23	RT1219	Chambre/Room	259.00	
29-SEP-23	RT1219	Taxe Heb/Lodging Tax	9.07	
29-SEP-23	RT1219	TPS/GST 5%	13.40	
29-SEP-23	RT1219	TVQ/PST 9.975%	26.74	
30-SEP-23	RT1219	Chambre/Room	259.00	
30-SEP-23	RT1219	Taxe Heb/Lodging Tax	9.07	
30-SEP-23	RT1219	TPS/GST 5%	13.40	
30-SEP-23	RT1219	TVQ/PST 9.975%	26.74	
01-OCT-23	MC	Mastercard-		-924.63

Approve EMV Receipt for MC -

\*\* Total      924.63      -924.63

TPS/ GST #:754486314-RT0001 #TVQ/PST #:1225644094



# CASS

College of Alberta School Superintendents

1300, 10665 Jasper Avenue NW  
Edmonton, Alberta T5J 3S9  
Canada

## INVOICE

Invoice No.: 167289  
Date: 09/15/2023  
Ship Date:  
Page: 1  
Re: Order No. 2023-2024

**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 Memberships 2023-2024 Regular Member:  Martin Poirier 5501-DUES	G		1,450.00
			Please Remit To: College of Alberta School Superintendents 1300, 10665 Jasper Avenue Edmonton, AB T5J 3S9  G - GST 5.00% GST			
College of Alberta School Superintendents GST: #10696 7052 RT						
Shipped By:                      Tracking Number:					Total Amount	
Comment:					Amount Paid	1450.00
Sold By:					Amount Owing	