expense | monthly tracking report

claimant | Nelson, Mike

position | Superintendent, School Improvement

level | Superintendent

reporting period | January 1 to February 29, 2024

date of report | April 5, 2024



Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type	
Cell Phone	31/01/2024	Monthly service charge	\$49.88	other disclosed	telecom/cell phone	
Cell Phone	29/02/2024	Monthly service charge	\$49.88	other disclosed	telecom/cell phone	
Kilometer reimbursement	29/02/2024	January/February mileage	\$117.81	other disclosed	BUS mileage	







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		\$ 0,00
Data Charges		\$ 0.00
Data Volume (MB) Browser Charge	0:00 min	\$ 0_00 \$ 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 Data Charges	0:00 min 0.0000 MB	\$ 0,00 \$ 0.00
Other Fees		\$ 0.00
411 Service		\$ 0.00
Monthly Access Fees Discount		\$ 0.00 \$ 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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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								
		First Name:	Michael W.		Last I	Name:*	Nelson	
Section 2: Trip Details: To be completed by Employee								
Record the date purpose beginning and ending locations, and distance of each trip on a separate row.								
Date DD-MM-YY Purpose for Trip			Trip Starts From		Trip Ends At		Distance in km	
12-Jan-2024	School Visit		G	GW Skene/James Short		Education Centre		12
26-Jan-2024		School Visit		Rosedale School		Rosemont School		2
02-Feb-2024	Schoo	School Visit		Education Centre		Marion Carson School		11
05-Feb-2024		Engagement Session		Education Centre		Ernest Manning		9
07-Feb-2024	Engagement Session			Education Centre		Edia Baayarbraak		10
07-Feb-2024	9.9	ol Visit		Lord Beaverbrook		Colonel Irvine		24
09-Feb-2024	Schoo	ol Visit		Education Centre		Rundle School		13
09-Feb-2024	Schoo	ol Visit		Rundle School		Leste	er B. Pearson	2
09-Feb-2024	Schoo	ol Visit		Lester B. Pearso	חת	Education Centre		15
14-Feb-2024		ol Visit	Ed	ucation Centre (re	eturn)		glas Harkness	32
15-Feb-2024	ATA bo	oth visit	Ed	lucation Centre (re		Convention Centre		5
20-Feb-2024	Schoo	ol Visit		Education Centre		Highwood School		8
21-Feb-2024	School Visit			Niitsitapi Learning		Education Centre		12
21-Feb-2024	Student symposium		Ed	Education Centre (return)		Jubilee auditorium		7
27-Feb-2024	School Visit		Ec	Education Centre (return)		Saddle Ridge		50
27-Feb-2024	Schoo	School Visit		Education Centre		All Boys School		7
28-Feb-2024	Elder Advisory		Ni	Niitsitapi Learning Cenre		Education Centre		12
							_	
						T-4-132	ilometres	231
The total weekly k		red into the time	sheet in	PeopleSoft.		Total K	nomenes	
PeopleSoft Time A	pprover							
Combo Code ente	red into People	Soft						
Section 3: The approver must	create a PDF co	py of the com ple t	ed Trave	el Log and send to:	To be	completed	ted by Employee vodconnect.com	and Approver
Employee Signature:			Time Approver Name:		Gary S. Strother			
Employee Phone:* (Time Approver Signature:				
Date DO-MM-7 29-Feb-2024 Time Approv			(403) 817-7902			Date DC-MM-**:"		
Personal information is a	ollected unger the aut	nonty of Alberta's Free	ecom of Inf	ormation and Protection :	of Phyacy	AstjEOIP)	This information will be	ised for the

Personal information is collected under the authority of Alberta's Freedom of Professional of Profession 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 profession provisions of FOIP. If you have any puestions about this collection of personal information please contact a HR Employee Contact Centre Representative at 403-817-7333 to direct your question.

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