expense | monthly tracking report

claimant | Westcott, Shane

position | Director, Service Transformation

level | Director

reporting period | July 1 to August 31, 2022

date of report | October 7, 2022



Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
A Guide to the Project Management	07/22/22	resource book	\$47.00	other disclosed	PD general
Meeting with Alberta Education, Edmonton, AB	08/31/22	car rental	\$425.88	travel	BUS mileage
Meeting with Alberta Education, Edmonton, AB	08/31/22	parking at venue	\$22.50	travel	BUS general
Meeting with Alberta Education, Edmonton, AB	08/31/22	meal	\$17.00	travel	BUS general
Meeting with Alberta Education, Edmonton, AB	08/31/22	fuel for rental car	\$55.07	travel	BUS general
Meeting with Alberta Education, Edmonton, AB	08/31/22	fuel for rental car	\$24.24	travel	BUS general



Final Details for Order #701-1383913-7889055

Print this page for your records.

Order Placed: July 22, 2022 Amazon.ca order number: Order Total: CDN\$ 49.35

Shipped on July 22, 2022

Items Ordered Price

1 of: A Guide to the Project Management Body of Knowledge (PMBOK® Guide) – Seventh CDN\$ Edition and The Standard for Project Management (ENGLISH), Project Management 47.00

Institute

Sold by: AtPar Store (seller profile)

Manufacturer: Project Management Institute

Condition: New

Shipping Address:

Shane Westcott

Canada

Shipping Speed:

Expedited Delivery

Payment information

Payment Method: Item(s) Subtotal: CDN\$ 47.00

MasterCard | Shipping & Handling: CDN\$ 6.99
FREE Shipping: -CDN\$ 6.99

Billing Address:

Shane Westcott Total before tax: CDN\$ 47.00

Estimated GST/HST: CDN\$ 2.35

Canada Estimated PST/RST/QST: CDN\$ 0.00

Grand Total: CDN\$ 49.35

Credit Card transactions : July 22, 2022: CDN\$ 49.35

To view the status of your order, return to Order Summary

Please note: This is not a VAT invoice.

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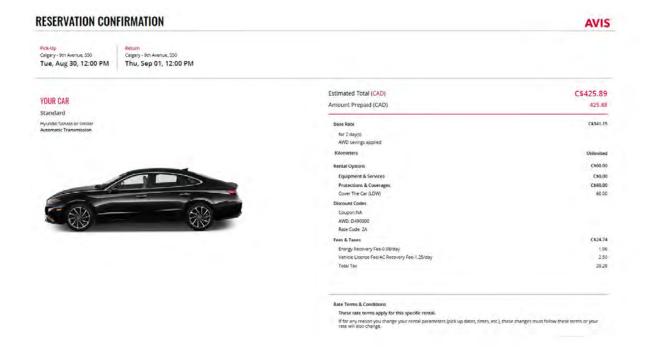
Travel & Subsistence Expense Report

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: October 3, 3022								
Employee's Name Shane Westcott		_Vendor #:							
School / Department to mail cheque to <u>Service Transformation</u> - 4 th Floor, Education Centre									
Purpose of Trip / Name of Conference Alberta Education Meetings									
Departure and Return Dates August 31, 2022 Destination: Edmonton, Alberta									
Description of Expenses	Total Cost	Exchange	Amount Paid	Amount Paid	Alias to be charged for				
(Please attach receipts)	(Canadian Dollars)	Rate (for information purposes)	by CBE Invoice/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	425.88		425.88						
 Personal Vehiclekm @ 51¢/km (submit on Km Payment Form to Payroll) 					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 1 @ \$17.00	17.00		0	17.00					
■ Dinner@ \$26.00									
■ Or Actual Expen se									
Telecommunication Charges (Internet, phone calls)									
Parking – in Calgary					_				
Parking – at Destination	22.50			22.50					
Other - Provide Details									
Fuel for rental car Fuel for rental car	55.07								
TOTAL COST OF TRIP	24.24 \$544.69			79.31					
CASH ADVANCE IF ANY-Ref #	φ544.02								
AMOUNT DUE TO (OWING BY) CLAIMANT				\$118.81					
GST Breakout Area				φ110.01					
I certify that the above claim is correct:									
Claimant's Signature NOTE Copies of amounts paid through the P- claim, in addition to items claimed for all Out of	Approved by Superordinate and Mileage Claim Forms must also be attached to this								

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

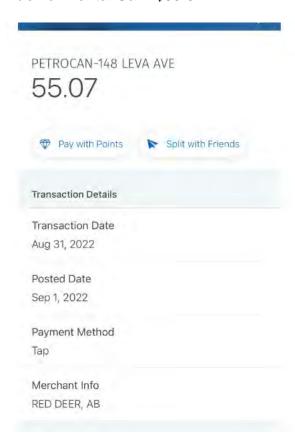
Rental Car \$425.88



Parking at destination \$22.50



Fuel for Rental Car \$55.07



Fuel for Rental Car \$24.24

