

## expense | monthly tracking report

claimant | Ard, Ann  
position | Education Director  
level | Director  
reporting period | March 1 to April 30, 3033  
date of report | Friday, June 10, 2022



**Calgary Board  
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Cell Phone	15/03/2022	Monthly Invoice	\$49.09	other disclosed	telecom/cell phone
CASS Conference	18/03/2022	Registration Fee	\$625.00	travel	PD course or registration fee
CASS Conference	18/03/2022	Travel - Mileage	\$300.00	travel	PD mileage
CASS Conference	18/03/2022	Travel - Accommodation	\$346.62	travel	PD accommodation
CASS Conference	18/03/2022	Travel - Meals	\$86.00	travel	PD food/non alcoholic beverage
Cell Phone	15/04/2022	Monthly Invoice	\$49.09	other disclosed	telecom/cell phone

Service ID: Subscriber:CALGARY BOARD OF EDUCATION

<b>Account Detail</b>	
Assignment	Ann Ard
Account No.	
<b>Contract Detail</b>	
<b>\$ 46.75</b>	
Contract Name	Corp Share: 3GB Pool
<b>Options Charges</b>	
<b>\$ 0.00</b>	
3 GB Pool Data	\$ 0.00
Unlimited Nationwide Calling	\$ 0.00
Unlimited Nationwide SMS/MMS	\$ 0.00
Visual Voicemail (iOS)	\$ 0.00
Call Waiting	\$ 0.00
Name Display	\$ 0.00
2500 Call Forwarding Minutes	\$ 0.00
Group Calling	\$ 0.00
<b>Voice Charges</b>	
<b>\$ 0.00</b>	
Charges for Additional Minutes	\$ 0.00
Peak Minutes	
Off Peak Minutes	
Total Airtime Minutes	
<b>Data Charges</b>	
<b>\$ 0.00</b>	
Data Volume (MB)	\$ 0.00
Browser Charge	\$ 0.00
<b>Text Messages</b>	
<b>\$ 0.00</b>	
Text Messages	\$ 0.00
<b>Long Distance Charges</b>	
<b>\$ 0.00</b>	
Long Distance Charges	\$ 0.00
<b>Roaming Charges</b>	
<b>\$ 0.00</b>	
Voice Charges	\$ 0.00
Data Charges	\$ 0.00
<b>Other Fees</b>	
<b>\$ 0.00</b>	
411 Service	\$ 0.00
Monthly Access Fees	\$ 0.00
Discount	\$ 0.00
<b>Other Charges and Credits</b>	
<b>\$ 0.00</b>	
Other Charges and Credits	\$ 0.00
<b>Taxes</b>	
<b>\$ 2.34</b>	
GST	\$ 2.34
<b>Total</b>	
<b>\$ 49.09</b>	



**Must** be completed upon return from every business trip for reporting purposes and any out of pocket expenditures.

**Return completed form to Accounts Payable, Education Centre**

**Details of Trip | Please Print**

Date: March 21, 2022

Employee's Name Ann Ard

Vendor #: \_\_\_\_\_

School / Department to mail cheque to Area 5 Office - CBE

Purpose of Trip / Name of Conference CASS Conference

Departure and Return Dates March 16-18 2022

Destination: Edmonton, AB

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
<b>Registration/Conference Fees</b>	\$625.00		625.00		
<b>Travel Costs</b>					
▪ Airfare (including trip cancellation insurance)					
▪ Rail/Bus					
▪ Taxi/Shuttle Bus/Car Rental in Calgary					
▪ Taxi/Shuttle Bus/Car Rental at Destination					
▪ Personal Vehicle <u>600</u> km @ 50¢/km (submit on Km Payment Form to Payroll)	\$300.00		\$300		Send original to Payroll for payment
<b>Accommodations at Single Rate</b>					
\$ 173.31 @ <u>2</u> Nights	\$346.62		\$346.62		
<b>Meals</b> (including tips) (excluding meals covered by Conference or Others)					
▪ Breakfast @ \$12.00					
▪ Lunch <u>2</u> @ \$17.00	\$34			\$34	
▪ Dinner <u>2</u> @ \$26.00	\$52			\$52	
▪ Or Actual Expense					
<b>Telecommunication Charges</b> (Internet, phone calls)					
<b>Parking – in Calgary</b>					
<b>Parking – at Destination</b>					
<b>Other – Provide Details</b>					
<b>TOTAL COST OF TRIP</b>	\$1357.62				
<b>CASH ADVANCE IF ANY–Ref #</b> _____					
<b>AMOUNT DUE TO (OWING BY) CLAIMANT</b>				\$86	
<b>GST Breakout Area</b>	\$15.90				

**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.**

Initiator [Ard, Ann](#)

Position Education Director


School or Department Office of the Director - Area 5


Approver [Pitman, Joanne L](#)

Name of Event/Conference 56th CASS Annual Learning Conference

Purpose of travel, e.g. participant, presenter, etc. participant; advisory committee member

Location(s) travelling to Edmonton

Departure 3/16/2022 

Return 3/18/2022 

Estimated total cost of travel \$ 1,400.00

briefly specify your expenses, e.g. mileage, accommodation, etc. conference fee \$625  
hotel \$346  
transportation \$350- 600 (plan to split between 3EDs)

Budget to be charged/source of funding SI Core Curriculum

share additional information to support your request.

Expense Report

Admin Regulation

Status Approved

Attachments

Comments

Dear Ann Ard,

Thank you for registering for the CASSAlberta Event: **2022 CASS Annual Learning Conference**

### Order Summary

<b>Order #:</b>	6246
<b>Transaction ID:</b>	
<b>Amount Paid</b>	\$625.00
<b>Order Timestamp</b>	March 05, 2022 (01:58:32)

### Event Details

<b>Title:</b>	2022 CASS Annual Learning Conference (With Pre-Conference)
<b>Date(s):</b>	<ul style="list-style-type: none"><li>• March 16, 2022 (1:00 p.m. - 4:00 p.m. Pre-conference)</li><li>• March 16, 2022 (7:00 p.m. - 10:00 p.m.)</li></ul>

	<ul style="list-style-type: none"> <li>• March 17, 2022 (8:30 a.m. - 4:00 p.m.)</li> <li>• March 18, 2022 (8:30 a.m. - 12:30 p.m.)</li> </ul>
<b>Location:</b>	Fantasyland Hotel
<b>Cost:</b>	\$625.00 (With Pre-Conference)

### Registrant Information

<b>First Name:</b>	Ann
<b>Last Name:</b>	Ard
<b>Email Address:</b>	
<b>Primary Phone:</b>	
<b>School Authority:</b>	Calgary Board of Education
<b>Jurisdiction Type:</b>	Public School Authority
<b>Zone:</b>	5

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### Registrant Questions



# FANTASYLAND HOTEL

17700 87 AVE  
EDMONTON AB T5T 4V4

Ard , Ann

Confirmation Number:

Room Number:

Room Type:

No. of Guests: 1

ARRIVAL	DEPARTURE	RATE PLAN
03/16/2022	03/18/2022	GROUP

DATE	CODE	DESCRIPTION	AMOUNT (CAD)
03/16/2022	RM	Room Charge	159.00
03/16/2022	RT	Alberta Tourism Levy	6.36
03/16/2022	GST	GST 845861368 RT	7.95
03/17/2022	RM	Room Charge	159.00
03/17/2022	RT	Alberta Tourism Levy	6.36
03/17/2022	GST	GST 845861368 RT	7.95
<b>TOTAL DUE:</b>			<b>346.62</b>

card issuer.





Service ID: Subscriber:ANN ARD

**Account Detail**

Assignment Ann Ard  
Account No.

**Contract Detail** **\$ 46.75**

Contract Name

**Options Charges** **\$ 0.00**

3 GB Pool Data	\$ 0.00
Unlimited Nationwide Calling	\$ 0.00
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Call Waiting	\$ 0.00
Name Display	\$ 0.00
2500 Call Forwarding Minutes	\$ 0.00
Group Calling	\$ 0.00

**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

**Text Messages** **\$ 0.00**

Text Messages	\$ 0.00
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**Long Distance Charges** **\$ 0.00**

Long Distance Charges	\$ 0.00
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**Roaming Charges** **\$ 0.00**

Voice Charges	\$ 0.00
Data Charges	\$ 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
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**Taxes** **\$ 2.34**

GST	\$ 2.34
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**Total** **\$ 49.09**