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



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



Total

U Cimpl Invoice Summary March 2022



Service ID: Subscriber: CALGARY BOARD OF EDUCATION

Account Detail		
Assignment Account No.	Ann Ard	
Contract Detail		\$ 46.75
Contract Name	Corp Share: 3GB Pool	
Options Charges		\$ 0.00
3 GB Pool Data Unlimited Nationwide Calling Unlimited Nationwide SMS/MMS Visual Voicemail (iOS) Call Waiting Name Display 2500 Call Forwarding Minutes		\$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00
Group Calling		\$ 0.00
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 \$ 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 \$ 0.00
Other Fees		\$ 0.00
411 Service Monthly Access Fees Discount		\$ 0.00 \$ 0.00 \$ 0.00
Other Charges and Credits		\$ 0.00
Other Charges and Credits		\$ 0.00
Taxes		\$ 2.3 4
GST		\$ 2.34

\$ 49.09



Travel & Subsistence Expense Report

<u>Must</u> 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 toAre	ea 5 Office - CBE				
Purpose of Trip / Name of Conference CAS	S Conference				
Departure and Return Dates March 16-18 2022	2	Destina	tion: Edmonton,	AB	
Description of Expenses	Total Cost	Exchange	Amount Paid	Amount Paid	Alias to be charged for
(Please attach receipts)	(Canadian Dollars)	Rate	by CBE	by Claimant	Claimant's Expenses
(1 loudo ditudit 1 docupto)		(for information purposes)	Invoice/P-Card/ Amex/ Payroll for Mileage (including GST)	For Out of Pocket Expenditures (including GST)	
Registration/Conference Fees	\$625.00		625.00		
Travel Costs					
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
Accommodations at Single Rate					
\$_173.31 @ 2 Nights	\$346.62		\$346.62		
Meals (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					
Telecommunication Charges (Internet, phone calls)					
Parking – in Calgary					
Parking – at Destination					
Other – Provide Details					
TOTAL COST OF TRIP	\$1357.62				
CASH ADVANCE IF ANY-Ref #					
AMOUNT DUE TO (OWING BY) CLAIMANT				\$86	
GST Breakout Area	\$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.

Date Created | 2012/12/04 Date Revised | 2019/12/02

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

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

Event Details

Title:	2022 CASS Annual Learning Conference (With Pre-Conference)
Date(s):	 March 16, 2022 (1:00 p.m 4:00 p.m. Pre-conference) March 16, 2022 (7:00 p.m 10:00 p.m.)

	 March 17, 2022 (8:30 a.m 4:00 p.m.) March 18, 2022 (8:30 a.m 12:30 p.m.)
Location:	Fantasyland Hotel
Cost:	\$625.00 (With Pre-Conference)

Registrant Information

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

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Registrant Questions



17700 87 AVE EDMONTON AB T5T 4V4

Ard , Ann Confirmation Number:

Room Number:

Room Type:

No. of Guests: 1

ARRIVAL	DEPA	RTURE	RATE PLAN		
03/16/2022	03/18/	2022	GROUP		
03/10/2022	03/10/	2022	GROOI		
DATE	CODE	DESCRIPTION			AMOUNT (CAD)
03/16/2022	RM	Room Charge			159.00
03/16/2022	RT	Alberta Tourism	ı Levy		6.36
03/16/2022	GST	GST 84586136	8 RT		7.95
03/17/2022	RM	Room Charge			159.00
03/17/2022	RT	Alberta Tourism	Alberta Tourism Levy		6.36
03/17/2022	GST	GST 84586136	8 RT		7.95
				TOTA	L DUE: 346.62

card issuer.



Kilometre Travel Log

Directions: Complete this form to track kilometres travelled. To receive payment, please enter the total monthly kilometres into your timesheet in PeopleSoft, and then submit a signed digital copy to your Manager or Principal. You may wish to retain a copy for your own records.

Section 1: Yo	ur Em	oloyee Information				To be complete	d by Employee
First Name: *		Ann		Last Name: *	Ard		
Section 2: Trip						To be complete	d by Employee
	e, purp	ose, beginning and ending	g locations, ar	nd distance of eacl	n trip on a se	eparate row.	
Date DD-MM-YY		Purpose of Trip	Trip S	Starts From	Tri	p Ends At	Distance in KM
16/03/22		CASS Conference	(Calgary	E	dmonton	300
18/03/22		CASS Conference	Ed	dmonton		Calgary	300
			1				
			<u> </u>				
			<u> </u>				
The total monthly	/ KM mi	ust be entered into the timesh	L eet in PeopleSo	nft	Total	I Kilometres	600
		itered into PeopleSoft:	00t III 1 00p100			red DD-MM-YY:*	29-03-22
Section 3:				To be comp		nployee and Appro	
	st create	a PDF copy of the completed 1	ravel Log and s				
Employee Ph	#: *			Approver Signate	ure:*		
Employee ID:*	t		Approver Ph #: Date DD-MM-YY:*				



Invoice Summary April 2022



Service ID: Subscriber: ANN ARD

	Detai	

Assignment Ann Ard Account No.

Contract Detail \$ 46.75

Contract Name

Options Charges	
3 GB Pool Data Unlimited Nationwide Calling Unlimited Nationwide SMS/MMS Visual Voicemail (iOS) Call Waiting Name Display 2500 Call Forwarding Minutes Group Calling	\$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.00
Voice Charges	\$ 0.00
Charges for Additional Minutes Peak Minutes Off Peak Minutes Total Airtime Minutes	\$ 0.00
Data Charges	\$ 0.00
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Roaming Charges	\$ 0.00
Voice Charges Data Charges	\$ 0.00 \$ 0.00
Other Fees	\$ 0.00
411 Service Monthly Access Fees Discount	\$ 0.00 \$ 0.00 \$ 0.00
Other Charges and Credits	\$ 0.00
Other Charges and Credits	\$ 0.00
Taxes	\$
GST	\$ 2.34
Total	\$ 49.09