

expense | monthly tracking report

claimant | Nelson, Mike

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	\$305.00	travel	PD mileage
CASS Conference	18/03/2022	Travel - Accommodation	\$260.68	travel	PD accommodation
CASS Conference	18/03/2022	Travel - Meals	\$69.00	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

Account DetailAssignment Michael Nelson
Account No.**Contract Detail****\$ 46.75**

Contract Name Corp Share: 3GB Pool

Options Charges**\$ 0.00**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**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

Long Distance Charges**\$ 0.00**

Long Distance Charges \$ 0.00

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

Taxes**\$ 2.34**

GST \$ 2.34

Total**\$ 49.09**



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 Michael W Nelson

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
Registration/Conference Fees	\$625		\$625		
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>610</u> km @ 50¢/km (submit on Km Payment Form to Payroll)	\$305		\$305		Send original to Payroll for payment
Accommodations at Single Rate					
\$ <u>130.34</u> @ <u>2</u> Nights	\$260.68		\$260.68		
Meals (including tips) (excluding meals covered by Conference or Others)					
▪ Breakfast _____ @ \$12.00					
▪ Lunch <u>1</u> @ \$17.00	\$17			\$17	
▪ 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	\$1259.68				
CASH ADVANCE IF ANY–Ref # _____					
AMOUNT DUE TO (OWING BY) CLAIMANT				\$69	
GST Breakout Area	\$11.96				

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.

Travel Within Alberta Request

Initiator [Nelson, Michael W](#)

Position Education Director


School or Department Office of the Director - Area 5

Approver [Pitman, Joanne L](#)

Name of Event/Conference CASS Annual Learning Conference

Purpose of travel, e.g. participant, presenter, etc. participant - professional Learning

Location(s) travelling to Edmonton, AB

Departure 3/16/2022 

Return 3/18/2022 

Estimated total cost of travel \$ 1,325.00

briefly specify your expenses, e.g. mileage, accommodation, etc. Accommodation=\$300
Conference = 625
car rental = 400 (shared by 5 EDs)
food = 120

Budget to be charged/source of funding

share additional information to support your request.

Expense Report

Admin Regulation

Status

Attachments

Comments

Form History

Dear Michael Nelson,

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

Order Summary

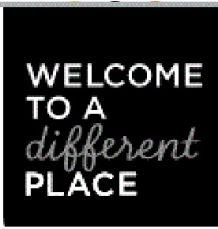
Order #:	6247
Transaction ID:	
Amount Paid	\$625.00
Order Timestamp	March 05, 2022 (03:04:03)

Event Details

Title:	2022 CASS Annual Learning Conference (With Pre-Conference)
Date(s):	<ul style="list-style-type: none">• 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:	Michael
Last Name:	Nelson
Email Address:	
Primary Phone:	
Authority:	Calgary Board of Education
Jurisdiction Type:	Public School Authority
Zone:	5



Hyatt Place Edmonton-West
 18004 100 Avenue NW
 Edmonton, AB T5S 2T6
 Canada
 Tel: 780-244-4900
 edmontonwest.place.hyatt.com

INVOICE

MR Mike Nelson

Room No.
 Arrival 03-16-22
 Departure 03-18-22
 Folio Window
 Folio No.

Confirmation No.
 Group Name

Date	Description	Charges	Credits
03-16-22	Accommodation	116.10	
03-16-22	DMF	3.48	
03-16-22	Tourism Levy	4.78	
03-16-22	GST	5.98	
03-17-22	Accommodation	116.10	
03-17-22	DMF	3.48	
03-17-22	Tourism Levy	4.78	
03-17-22	GST	5.98	
03-18-22	Master Card		260.68

Total 260.68 260.68

Guest Signature **Balance** 0.00



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: Your Employee Information				<i>To be completed by Employee</i>
First Name: *	Micheal	Last Name: *	Nelson	
Section 2: Trip Details:				<i>To be completed by Employee</i>
Record the date, purpose, beginning and ending locations, and distance of each trip on a separate row.				
Date DD-MM-YY	Purpose of Trip	Trip Starts From	Trip Ends At	Distance in KM
16/03/22	CASS Conference	Calgary	Edmonton	305
18/03/22	CASS Conference	Edmonton	Calgary	305
The total monthly KM must be entered into the timesheet in PeopleSoft.			Total Kilometres	610
Combo Code to be entered into PeopleSoft:			Date Entered DD-MM-YY:*	29-03-22
Section 3:				<i>To be completed by Employee and Approver</i>
The approver must create a PDF copy of the completed Travel Log and send to: cbeincoming@westcanadian.com				

Employee Ph #: *		Approver Signature: *	
Employee ID: *		Approver Ph #:	Date DD-MM-YY:*

Personal information is collected under the authority of Alberta's *Freedom of Information and Protection of Privacy Act (FOIP)*. This information will be used for the management of personnel and for the delivery of various Human Resources programs at the Calgary Board of Education. It will be treated in accordance with the privacy protection provisions of FOIP. If you have any questions about the FOIP Act, please access <http://www.cbe.ab.ca/legal/foip>. If you have any questions about this form and/or the use of the information, please contact the Employee Contact Centre at 1-877-353-2555.

Service ID: Subscriber:MICHAEL NELSON

Account DetailAssignment Michael Nelson
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Contract Name Corp Share: 3GB Pool

Options Charges \$ 0.00

Options Charges

Voice Charges \$ 0.00Charges for Additional Minutes \$ 0.00
Peak Minutes
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Total Airtime Minutes**Data Charges** \$ 0.00Data Volume (MB) \$ 0.00
Browser Charge \$ 0.00**Text Messages** \$ 0.00

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Roaming Charges \$ 0.00Voice Charges \$ 0.00
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Monthly Access Fees \$ 0.00
Discount \$ 0.00**Other Charges and Credits** \$ 0.00

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