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



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



U Cimpl Invoice Summary March 2022



Subscriber: CALGARY BOARD OF EDUCATION Service ID:

Account No. Contract Detail \$46. Contract Name Corp Share: 3GB Pool Options Charges \$0.4 3 GB Pool Data \$0.4 Unlimited Nationwide Calling \$0.4 Unlimited Nationwide SMS/MMS \$0.4 Visual Voicemail (IOS) \$0.1 Call Waiting \$0.4 Name Display \$0.4 Assame Display \$0.7 As	Account Detail		
Contract Detail Contract Name Corp Share: 3GB Pool Options Charges \$ 0.4 3 GB Pool Data Unlimited Nationwide Calling Unlimited Nationwide SMS/MMS \$ 0.0 Visual Voicemail (10S) Son Call Forwarding Minutes Group Calling \$ 0.0 Voice Charges \$ 0.4 Charges for Additional Minutes Peak Minutes Option Altrime Minutes Option Peak Minutes Option Peak Minutes Option Charges \$ 0.4 Charges	Assignment	Michael Nelson	
Contract Name Corp Share: 3GB Pool Options Charges 3 GB Pool Data 3 GB Pool Data Unlimited Nationwide Calling Unlimited Nationwide SMS/MMS \$ 0.0 Unlimited Nationwide SMS/MMS \$ 0.0 Unlimited Nationwide SMS/MMS \$ 0.0 Call Waiting \$ 0.0 Some Display \$ 0.0 Some Display \$ 0.0 Some Display \$ 0.0 Croup Calling \$ 0.0 Voice Charges \$ 0.0 Charges for Additional Minutes Peak Minutes Total Airtime Minutes Data Charges \$ 0.0 Data Volume (MB) Browser Charge \$ 0.0 Text Messages \$ 0.0 Long Distance Charges \$ 0.0 Ch	Account No.		
Options Charges \$ 0.0 3 GB Pool Data \$ 0.1 Unlimited Nationwide Calling \$ 0.0 Unlimited Nationwide SMS/MMS \$ 0.0 Visual Volcemall (IOS) \$ 0.1 Same Display \$ 0.0 S2500 Call Forwarding Minutes \$ 0.1 Group Calling \$ 0.1 Voice Charges \$ 0.4 Charges for Additional Minutes \$ 0.1 Peak Minutes \$ 0.1 Off Peak Minutes \$ 0.1 Off Peak Minutes \$ 0.1 Off Peak Minutes \$ 0.1 Data Volume (MB) \$ 0.1 Browser Charge \$ 0.1 Crext Messages \$ 0.1 Text Messages \$ 0.1 Long Distance Charges \$ 0.1 Long Distance Charges \$ 0.1 Volce Charges \$ 0.1 Other Fees \$ 0.1 411 Service \$ 0.0 Monthly Access Fees \$ 0.1 Other Charges and Credits \$ 0.1 Other Charges and Credits \$ 0.1 <	Contract Detail		\$ 46.7
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Unlimited Nationwide Calling \$ 0.1 Unlimited Nationwide SMS/MMS \$ 0.1 Visual Voicemall (IOS) \$ 0.2 Call Waiting \$ 0.1 Name Display \$ 0.1 SZBOO Call Forwarding Minutes \$ 0.1 SZBOO Call Forwarding Minutes \$ 0.1 SZBOO Call Forwarding Minutes \$ 0.1 Voice Charges \$ 0.1 Charges for Additional Minutes \$ 0.1 Voice Charges \$ 0.1 Charges for Additional Minutes \$ 0.1 Voice Charges \$ 0.1 Charges for Additional Minutes \$ 0.1 Charges for Additional Minutes \$ 0.1 Charges for Additional Minutes \$ 0.1 Charges and Credits \$ 0.1 Charges and Credits \$ 0.1 Charges \$ 0.1 Charge	Options Charges		\$ 0.0
Visual Voicemail (IOS) \$ 0. Call Waiting \$ 0. Name Display \$ 0. 2500 Call Forwarding Minutes \$ 0. Group Calling \$ 0. Voice Charges \$ 0. Charges for Additional Minutes \$ 0. Peak Minutes 0. Off Peak Minutes \$ 0. Total Airtime Minutes \$ 0. Data Charges \$ 0. Data Volume (MB) \$ 0. Browser Charge \$ 0. Text Messages \$ 0. Long Distance Charges \$ 0. Long Distance Charges \$ 0. Roaming Charges \$ 0. Voice Charges \$ 0. Obtar Charges \$ 0. Other Fees \$ 0. 411 Service \$ 0. Monthly Access Fees \$ 0. Discount \$ 0. Other Charges and Credits \$ 0. <td>3 GB Pool Data Unlimited Nationwide Calling Unlimited Nationwide SMS/MMS</td> <td></td> <td>\$ 0.0 \$ 0.0 \$ 0.0</td>	3 GB Pool Data Unlimited Nationwide Calling Unlimited Nationwide SMS/MMS		\$ 0.0 \$ 0.0 \$ 0.0
2500 Call Forwarding Minutes \$ 0.1 Group Calling \$ 0.1 Voice Charges \$ 0.1 Charges for Additional Minutes \$ 0.1 Peak Minutes \$ 0.1 Off Peak Minutes \$ 0.6 Data Molume (MB) \$ 0.6 Browser Charge \$ 0.1 Text Messages \$ 0.1 Text Messages \$ 0.1 Long Distance Charges \$ 0.1 Long Distance Charges \$ 0.1 Roaming Charges \$ 0.1 Voice Charges \$ 0.1 Data Charges \$ 0.1 Other Fees \$ 0.1 411 Service \$ 0.1 Monthly Access Fees \$ 0.1 Discount \$ 0.1 Other Charges and Credits \$ 0.1 Other Charges and Credits \$ 0.1 Taxes \$ 2.3 GST \$ 2.5	Visual Voicemail (iOS) Call Waiting		\$ 0.0 \$ 0.0
Group Calling \$ 0.1 Voice Charges \$ \$ 0.0 Charges for Additional Minutes \$ 0.1 Peak Minutes Off Peak Of	Name Display		\$ 0.0
Charges for Additional Minutes Peak Minutes Off Peak Minutes Off Peak Minutes Total Airtime Minutes Data Charges Data Volume (MB) Browser Charge \$0.0 Text Messages \$0.1 Text Messages \$0.1 Long Distance Charges \$0.1 Long	2500 Call Forwarding Minutes Group Calling		\$ 0.0 \$ 0.0
Charges for Additional Minutes Peak Minutes Off Peak Minutes Off Peak Minutes Total Airtime Minutes Data Charges Data Volume (MB) Browser Charge \$0.0 Text Messages \$0.1 Text Messages \$0.1 Long Distance Charges \$0.1 Long	Voice Charges		\$ 0.0
Data Volume (MB) \$ 0.8 Browser Charge \$ 0.8 Frowser Charge \$ 0.9 Chart Messages \$ 0.6 Charges \$ 0.6	Charges for Additional Minutes Peak Minutes Off Peak Minutes Total Airtime Minutes		\$ 0.0
Browser Charge \$ 0.1 Text Messages \$ 0.6 Text Messages \$ 0.1 Long Distance Charges \$ 0.6 Long Distance Charges \$ 0.6 Roaming Charges	Data Charges		\$ 0.0
Text Messages \$ 0.6 Long Distance Charges \$ 0.6 Long Distance Charges \$ 0.6 Roaming Charges \$ 0.6 Voice Charges \$ 0.6 Data Charges \$ 0.6 Other Fees \$ 0.6 411 Service \$ 0.6 Monthly Access Fees \$ 0.6 Discount \$ 0.6 Other Charges and Credits \$ 0.6 Other Charges and Credits \$ 0.6 Taxes \$ 2.6 GST \$ 2.6	Data Volume (MB) Browser Charge		\$ 0.0 \$ 0.0
Long Distance Charges \$ 0.6 Long Distance Charges \$ 0.6 Roaming Charges \$ 0.6 Voice Charges and Credits \$ 0.6 Voice Charge	Text Messages		\$ 0.0
Roaming Charges \$ 0.0 Woice Charges \$ 0.0 Data Charges \$ 0.0 Other Fees \$ 0.0 Monthly Access Fees \$ 0.0 Discount \$ 0.0 Other Charges and Credits \$ 0.0 Taxes \$ 2.3 GST	Text Messages		\$ 0.0
Roaming Charges \$ 0.0 Voice Charges \$ 0.1 Data Charges \$ 0.1 Other Fees \$ 0.0 All Service \$ 0.1 Monthly Access Fees \$ 0.1 Discount \$ 0.1 Other Charges and Credits \$ 0.1 Taxes \$ 2.3	Long Distance Charges		\$ 0.0
Voice Charges \$ 0.0 Data Charges Pees \$ 0.0 Data Charges Pees \$ 0.0 Data Charges and Credits \$ 0.0 Data Charges Bath Cha	Long Distance Charges		\$ 0.0
Data Charges \$ 0.0 Other Fees \$ 0.0 411 Service \$ 0.0 Monthly Access Fees \$ 0.0 Discount \$ 0.0 Other Charges and Credits \$ 0.0 Other Charges and Credits \$ 0.0 Taxes \$ 2.0 \$ 2.0	Roaming Charges		\$ 0.0
Other Fees \$ 0.0 411 Service \$ 0.0 Monthly Access Fees \$ 0.0 Discount \$ 0.0 Other Charges and Credits \$ 0.0 Other Charges and Credits \$ 0.0 Taxes \$ 2.3	Voice Charges		\$ 0.0
\$ 0.0 Monthly Access Fees \$ 0.0 Discount \$ 0.0 Other Charges and Credits \$ 2.0 Other Charges a			
Monthly Access Fees \$ 0.4 biscount \$ 0.5 biscount \$ 0.5 biscount \$ 0.5 biscount \$ 0.5 biscount \$ 0.6 biscount \$			
Other Charges and Credits \$ 0.0 Other Charges and Credits \$ 0.1 Taxes \$ 2.3 GST	Monthly Access Fees		\$ 0.0
Other Charges and Credits \$ 0.1 Taxes \$ 2.3 GST \$ 2.1	Discount		\$ 0.0
Taxes \$ 2. 3 GST \$ 2.3	Other Charges and Credits		\$ 0.0
GST \$ 2	Other Charges and Credits		\$ 0.0
	Taxes		\$ 2.3
Total \$49.0	GST		\$ 2.3
	Total		\$ 49.0



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 <u>Michael W Nelson</u>			Ve <u>ndo</u>	r #:			
School / Department to mail cheque to Area 5 Office - CBE							
Purpose of Trip / Name of Conference CAS	S Conference						
Departure and Return Dates March 16-18 2022 Destination: Edmonton, AB							
Description of Expenses	Total Cost (Canadian Dollars)	Exchange Rate	Amount Paid by CBE	Amount Paid by Claimant	Alias to be charged for Claimant's Expenses		
(Please attach receipts)		(for information purposes)	Invoice/P-Card/ Amex/ Payroll for Mileage (including GST)	For Out of Pocket Expenditures (including GST)	Glaimant 3 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 Vehicle610 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.						

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

Travel Within Alberta Request

Initiator	Nelson, Michael	<u>w</u>
Position	Education Directo	r
School or Department	Office of the Direc	ctor - Area 5
Approver	<u>Pitman, Joanne l</u>	Ŀ
Name of Event/Conference	CASS Annual Lear	ning Conference
Purpose of travel, e.g. participant, presenter, etc.	participant - profe	essional Learning
Location(s) travelling to	Edmonton, AB	
Departure	3/16/2022	i i
Return	3/18/2022	0
Estimated total cost of travel	\$ 1,325.00	
briefly specify your expenses, e.g. mileage, accommodation, etc.	Accommodation = 5 Conference = 625 car rental = 400 (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):	 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

edmotonwest.place.hyatt.com

INVOICE

MR Mike Nelson

Room No.

Arrival 03-16-22

Departure Folio Window 03-18-22

Confirmation No.

Group Name

Folio No.

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 Signatur	e	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					To be completed by Employee		
First Name: *		Micheal		Last Name: *	Nelson		
Section 2: Tri						To be complete	d by Employee
	te, purp	ose, beginning and ending	locations, ar	nd distance of eacl	h trip on a se	eparate row.	
Date DD-MM-YY		Purpose of Trip	urpose of Trip S		Tri	p Ends At	Distance in KM
16/03/22	(CASS Conference	(Calgary	Е	dmonton	305
18/03/22	(CASS Conference	Ed	lmonton		Calgary	305
The total monthl	y KM mu	ist be entered into the timesh	eet in PeopleSo	oft.	Total	l Kilometres	610
		tered into PeopleSoft:	·			red DD-MM-YY:*	29-03-22
Section 3:				To be comp	oleted by En	nployee and Appro	ver
The approver mu	st create	a PDF copy of the completed T	ravel Log and s				
Employee Ph	#:*			Approver Signat	ure:*		
Employee ID:*			Approver Pl	า #:		Date DD-MM-YY:*	

Personal information is collected under the authority of Alberta's *Freedom of Information and Protectin 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 provacy 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 Emloyee Contact Centre at 1-877-353-2555.



Invoice Summary April 2022



Subscriber: MICHAEL NELSON Service ID: **Account Detail** Assignment Michael Nelson Account No. \$ 46.75 **Contract Detail** Contract Name Corp Share: 3GB Pool \$ 0.00 **Options Charges Options Charges 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 \$ 0.00 Voice Charges Data Charges \$ 0.00 Other Fees \$ 0.00 411 Service \$ 0.00 Monthly Access Fees \$ 0.00 \$ 0.00 Discount \$ 0.00 **Other Charges and Credits** Other Charges and Credits \$ 0.00 Taxes \$ 2.34 GST \$ 2.34 Total \$ 49.09