expense | monthly tracking report

claimant | Ard, Ann
position | Education Director
level | Director
reporting period | May 1 to June 30, 2022
date of report | Friday, August 12, 2022

Calgary Board of Education

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN$)	Category	Expense Type
CASS Meeting	05/13/2022	Area 5 ZONE meeting Airdrie	$45.00	travel	BUS mileage
Cell Phone	05/16/2022	Monthly Bill	$49.09	other disclosed	telecom/cell phone
Cell Phone	06/16/2022	Monthly Bill	$49.09	other disclosed	telecom/cell phone

Calgary Board of Education

Travel & Subsistence Expense Report

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: MAY 25, 2022

Employee's Name Ann Ard - Education Director Vendor #:

School / Department to mail cheque to Area 5 Office

Purpose of Trip / Name of Conference CASS Zone 5 Meeting

Departure and Return Dates May 13 2022 Destination: Airdrie, 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					
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 90 km @ 50¢/km (submit on Km Payment Form to Payroll)	$45			$45	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 _____ @ $17.00					
▪ Dinner _____ @ $26.00					
▪ Or Actual Expense					
Telecommunication Charges (Internet, phone calls)					
Parking – in Calgary					
Parking – at Destination					
Other – Provide Details					
TOTAL COST OF TRIP	$45				
CASH ADVANCE IF ANY–Ref #_____					
AMOUNT DUE TO (OWING BY) CLAIMANT				$45	
GST Breakout Area					

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.

Calgary Board of Education

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: *	Ann	**Last Name:** *	**Ard**

Section 2: Trip Details: *To be completed by Employee*

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**
13-May-22	CASS Zone 5 Meeting	Area 5 Office	RVS Ed Center - Airdrie	45
13-May-22	CASS Zone 5 Meeting	RVS Ed Centre Airdrie	Area 5	45
The total monthly KM must be entered into the timesheet in PeopleSoft.			**Total Kilometres**	90
Combo Code to be entered into PeopleSoft:			**Date Entered** DD-MM-YY:*	5/17/2022

Section 3: *To be completed by Employee and Approver*

The approver must create a PDF copy of the completed Travel Log and send to: cbeincoming@westcanadian.com

Employee Signature:*		**Approver Name:***	Joanne Pitman
Employee Ph #:*		**Approver Signature:***	
Employee ID:*	:	**Approver Ph #:**	**Date** DD-MM-YY:* 05.25.22

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.

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Invoice Summary June 2022

ROGERS WIRELESS

Service ID Subscriber:ANN ARD

Account Detail		
Assignment	Ann Ard	
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**

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Invoice Summary May 2022

ROGERS WIRELESS

Service ID: Subscriber:ANN ARD

Account Detail		
Assignment	Ann Ard	
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
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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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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**