## expense | monthly tracking report

claimant | Cooper, Lori position | Education Director level | Director reporting period | May 1 to June 30, 2022

date of report |



Description	Date	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
	(mm/dd/yyyy)				
College of Alberta School	05/13/2022	College of Alberta Schools (CASS) Zone 5	\$50.00	travel	BUS mileage
Education Director (CASS)		Meeting, Airdrie AB			

### Calgary Board of Education 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:June 2, 2022				
Employee's Name Lori Cooper					
School / Department to mail cheque to Area	a 7/ Core Curriculum	& Assessment			
Purpose of Trip / Name of Conference CA					
Departure and Return Dates Friday, May 13, 2		Destina	ition: Rockyviev	v Schools (Airdire, /	Alberta)
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					
<ul> <li>Airfare (including trip cancellation insurance)</li> </ul>					
Rail/Bus					
Taxi/Shuttle Bus/Car Rental in Calgary					
Taxi/Shuttle Bus/Car Rental at Destination					
<ul> <li>Personal Vehicle <u>100</u> km @ 50¢/km (submit on Km Payment Form to Payroll)</li> </ul>	50.00			50.00	Send original to Payroll for payment
Accommodations at Single Rate					
\$ @ Nights					
<b>Meals</b> (including tips) (excluding meals covered by Conference or Others)					
Breakfast@ \$12.00					
Lunch@ \$17.00					
Dinner@ \$26.00					
<ul> <li>Or Actual Expense</li> </ul>					
Telecommunication Charges (Internet, phone calls)					
Parking/– in Calgary					
Parking – at Destination					
Other – Provide Details					
TOTAL COST OF TRIP	50.00				
CASH ADVANCE IF ANY-Ref #	43.57				
AMOUNT DUE TO (OWING BY) CLAIMANT				50.00	
GST Breakout Area					
I certify above claim is correct:					
Claima s Signature / NOTE   Copies of amounts paid through the P	-Card. Amex Car		Approved by S		Iso be attached to this

NOTE | Copies of amounts paid through the P-Card, Amex Card, Invoices and Mileage Claim Forms must also be atta claim, in addition to items claimed for all Out of Pocket Expenses.

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## Authorization for travel within Alberta





Name of employee: Cooper, Lori M

**Position:** Education Director

School or department: Office of the Director - Area 7

Name of Event/Conference: CASS Zone 5 Meeting

Purpose of travel/name of conference: Participant

Location(s) travelled to: Airdire

Departure date: 5/13/2022

Return date: 5/13/2022

Estimated total cost of travel: \$ 50.00

Specified Expenses

Mileage

Budget to be charged/source of funding: K-12 Core Curriculum & Assessment (Fees/Travel/PD) Additional Supporting Information

Approver: Pitman, Joanne L

Request Status: Approved

#### Comments:

#### Request Audit Log:

5/3/2022 10:17:59 AM - Request Created by Cooper, Lori M

5/3/2022 10:20:32 AM - Request Saved by Cooper, Lori M

5/3/2022 10:20:43 AM - Request Submitted by Cooper, Lori M

5/3/2022 6:07:43 PM - Request Approved by Pitman, Joanne L

This form is for reference only, it does not constitute a corporate record.



# Kilometre Travel Log

**Directions:** Complete this form to track kilometres travelled. To receive payment, please enter the total weekly kilometres into your timesheet in PeopleSoft, and then submit a hardcopy of the Kilometre Travel Log form to your Manager or Principal. You may wish to retain a copy for your own records. **Subs and Casuals:** Refer to <u>Substitute Teacher/Casual Employee Travel Log</u>

Section 1: Your Employee Information To be completed by Employee									
Employee ID:*	301 F W	First Name:*	Lori		Last Name:*		Cooper		
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	Purpose for Trip		Trip Starts From		Trip Ends At		Distance in km	
13-May-2022	CASS Zone	CASS Zone 5 Meeting		Home		RVS Ed. Centre, Airdrie		50	
13-May-2022	CASS Zone	CASS Zone 5 Meeting		RVS Ed. Centre, Airdrie		Home		50	
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			_						
The total weekly	km must be entere	ed into the times	heet in	PeopleSoft.		Total Kil	ometres	100	
PeopleSoft Time		の構成の一日に開発	w.)	and the spectrum	12.00	<b>D</b> URGIN		per l'étaire de la company	
Combo Code en	tered into PeopleS	oft		-27 C ***					
Section 3:					To be o	complete	ed by Employee	and Approver	
	st create a PDF cop	y of the completed	d Trave	I Log and send to: c					
Employee Signature:*				Time Approver Name:*			Jo Pitman		
Employee Phone:*			Time Approver Signature:*						
Date DD-MM-YY: *	03-Jun-2022	1-2022 Time Approver Phone:*			Date	DD-MM-YY:* 31-N	/lay-2022		
management of person privacyprotection prov	nnel and for the delivery of sions of FOIP. If you have	f various Human Reso e any questions about t	urces pro the FOIP	ormation and Protection of grams at the Calgary Boar Act, please access <u>http://w</u> Contact Centre at 403-817	d of Educa	tion. It will t	e treated in accordanc	e with the	