expense | monthly tracking report

claimant | Meadon, Chris position | Director, Learning level | Director reporting period | November 1 to December 31, 2018 date of report | February-08-19



Description	Date	Details and/or Rationale	Amount (CDN\$) Category		Expense Type	
	(mm/dd/yyyy)					
Mileage	11/30/2018	Travel with City on CBE Business	\$31.05	travel	BUS mileage	
Mileage	12/21/2018	Travel with City on CBE Business	\$22.01	travel	BUS mileage	

Calgary Board of Education

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, 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.

Section 1: Your Employee Information To be completed by Employee											
Employee ID:	D:* First Name:* C			Chri	stine	Last Name:*		Meaden			
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 for Trip				Trip Starts From			Trip Ends At Distance		
07-11-18		Education Matters Celebration			C.	T Centre Lord Shaughnessy Site			Centre Street NE	12.00	
07-11-18		Return to Office				2220 - Centre Street N.E.			ucation Centre	7.6	
09-11-18		CASS Pre	esentati	on		Deerfoot Inn and Casino			ucation Centre	15.8	
14-11-18		Junior Achievement Meeting				105 - 12 Avenue S.E.			ucation Centre	2.5	
14-11-18		High School Engagement Overview				Education Centre Are			- Parkdale Centre	6.3	
19-11-18		CSHSAA BOG Meeting				Education Centre CT Centr			Lord Shaughnessy Site	5.1	
20-11-18		SHSPA Meeting				Bowness High School	!	Ed	Education Centre 12.8		
The total week	y km	must be enter	red int	to the times	heet in	PeopleSoft.			Total Kilometres	62.1	
The total weekly km must be entered into the timesheet in PeopleSoft. Total Kilometres 62.1 Section 3: To be completed by Employee and Approver											
	ust c	reate a PDF cop	by of t	ne complete	d Travel	Log and send to: <u>cl</u>	beincomi	ng@wes	tcanadian.com	inu Approver	
Employee Signature:* original signed by Christine Mead		eaden	Time Approver Name:*		Sy	Sydney Smith					
Employee Phone:*				Time Approver Signature:*			original signed by Sydney Smith				
Date DD-MM-YY: *		30-11-1	18 Time Approve Phone:*		rover			Date	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 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.											

Kilometre Travel Log Revision Date: 2013/10/03 Page 1 of 2





Kilometre Travel Log

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Section 1: Your Employee Information To be completed by Employee											
Employee ID:* First Nam		st Name:*	Chri	Christine L		Name:*	Meaden				
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 for Trip				Trip Starts From			ip Ends At	Distance in km	
03-12-18		CSHSAA BOG Meeting				Education Centre St. Li			6220 - Lakeview Drive S W	7.6	
11-12-18		Area 2 Director Meeting				Education Centre			Mount View Centre	8.2	
11-12-18		Return to Office				Area 2 Mount View Centre			ucation Centre	8.2	
13-12-18	Cł	Chinook Learning - Assistant Principal Meeting				Lord Beaverbrook Site			ucation Centre	9.4	
14-12-18		Meeting with ERLS Teams				Highfield Location		Ed	ucation Centre	5.7	
18-12-18		SHSPA Meeting			C	T Centre Lord Shaughnessy Site			ucation Centre	5.1	
The total weekly km must be entered into the timesheet in PeopleSoft. Total Kilometres 44.2								44.2			
Section 3: To be completed by Employee and Approver											
The approver m	ust c	reate a PDF cop	y of th	e complete	d Travei	Log and send to: <u>c</u>	beincom	ina@wes	tcanadian.com		
Employee Signature:* original signed by Christine Mead							dney Smith				
		engina aignea			Jauen						
Employee Phone:* Date DD-MM-YY; *		· · · · · · · · · · · · · · · · · · ·				Time Approver Signature:*			* original signed by Sydney Smith		
		21-12-18 Time Approve Phone:*		rover	Date DD-MM-YY:*						
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