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 | | |
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| 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

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:* 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 | |
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| 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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