expense | monthly tracking report

claimant | Hrdlicka, Julie position | Trustee level | Board of Trustees reporting period | March 1 to April 30, 2019 date of report | June-14-19



Description	Date	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
	(mm/dd/yyyy)				
Speech from the Throne	03/19/2019	Mileage	\$300.00	travel	BUS mileage



Calgary Board of Education

Directio

ns: 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: Yo	our Employee Information To be co	ompleted by Employee							
Employee ID: First Name:*Julie Last Name:* Hrdlicka, Trustee Wards 11 & 13									
	ip Details: To be completed by Emp h trip on a separate row.	loyee Record the date, purp	ose, beginning and ending loca	tions, and					
Date DD-MM-YY	Purpose for Trip	Trip Starts From	Trip Ends At	Distance in km					
18-03-19	Speech from the Throne	Calgary	Edmonton	300					
19-03-19		Edmonton	Calgary	300					
	-								
	kly km must be entered into the times		Total Kilometres	600					
	be completed by Employee and Appendix peincoming@westcanadian.com	prover The approver must c	reate a PDF copy of the comple	ted Travel Log					
Employee Signature:*		Time Approver Nar	Time Approver Name:* Trish Minor						
Employee Phone:*	403-817-7927	Time Approver Sig	Time Approver Signature:*						
Date DD-MM-Y	Time Approver Phone:* 403-817-7924	Date DD-MM-YY:*	Date DD-MM-YY:*						
management of pe protection provision	on is collected under the authority of Alberta's Freed rsonnel and for the delivery of various Human Reso ns of FOIP. If you have any questions about the FOI ne information, please contact the Employee Contac	urces programs at the Calgary Board P Act, please access http://www.cbe.a	of Education. It will be treated in accorda	nce with the privacy					

Kilometre Travel Log Revision Date: 2013/03/14