## 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<br>h trip on a separate row.   | loyee Record the date, purp  | ose, beginning and ending loca              | tions, and           |  |  |  |  |  |
| Date<br>DD-MM-YY   | Purpose for Trip  | Trip Starts From   | Trip Ends At                                | Distance in<br>km    |  |  |  |  |  |
| 18-03-19   | Speech from the Throne  | Calgary  | Edmonton                                    | 300                  |  |  |  |  |  |
| 19-03-19   |   | Edmonton   | Calgary                                     | 300                  |  |  |  |  |  |
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|  | kly km must be entered into the times   |  | Total Kilometres                            | 600                  |  |  |  |  |  |
|  | be completed by Employee and Appendix<br>peincoming@westcanadian.com  | prover The approver must c   | reate a PDF copy of the comple              | ted Travel Log       |  |  |  |  |  |
| Employee<br>Signature:*  |   | Time Approver Nar  | Time Approver Name:* Trish Minor            |                      |  |  |  |  |  |
| Employee<br>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<br>protection provision                                   | on is collected under the authority of Alberta's Freed<br>rsonnel and for the delivery of various Human Reso<br>ns of FOIP. If you have any questions about the FOI<br>ne information, please contact the Employee Contac | urces programs at the Calgary Board<br>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