

expense | monthly tracking report

claimant | Spence, Cory
position | Director, Client Technology Services
level | Director
reporting period | September 1 to October 31, 2019
date of report | December-13-19



**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
College of Alberta School Superintendents (CASS)	08/21/2019	CASS 2019/20 Membership	\$405.00	other disclosed	membership, due, fees
Convergence Conference Fees Oct 16-18, 2019, Red Deer, AB	10/09/2019	Registration Fee	\$369.00	other disclosed	PD course or registration fee
Convergence Conference Oct 16-19, 2019, Red Deer, AB	10/18/2019	Mileage to and from Red Deer, AB	\$294.00	travel	PD mileage



CASS

College of Alberta School Superintendents

1200, 9925 - 109 Street
Edmonton, Alberta T5K 2J8

SPT

INVOICE

Invoice No.: 165493
Date: 08/21/2019
Ship Date:
Page: 1
Re: Order No. Membership 2019-2020

Sold to:

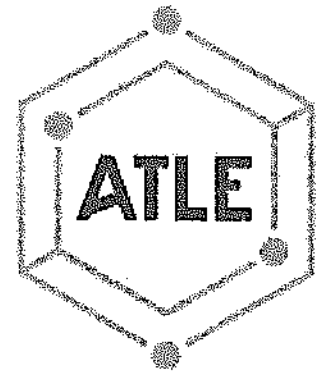
Calgary Board of Education
1221-8 Street SW
Calgary, AB T2R 0L4

Ship to:

Calgary Board of Education
1221-8 Street SW
Calgary, AB T2R 0L4

Business No.: 10696 7052

Item No.	Unit	Quantity	Description	Tax	Unit Price	Amount
			CASS Membership 2019-2020 Regular Membership:			
			Cory Spence G - GST 5.00% GST	G		405.00
College of Alberta School Superintendents GST: #10696 7052 RT						
Shipped By: Tracking Number:					Total Amount	
Comment: Ammended Invoice 09/05/2019					Amount Paid	
Sold By:					Amount Owing	



Mr. Cory Spence
Calgary Board of Education
1221-8 Street SW
Calgary, Alberta
T2R 0L4

RECEIPT

Date Invoiced: 2019-10-09
Date Paid: 2019-10-09
Invoice #: ER-2019-1170

Late Registration 2019 Convergence

Item	Quantity	Unit Fee	Fee
Convergence 2019 Conference - Regular Fee (Cory Spence)	1	\$369.00	\$369.00
Total			\$369.00
Amount Paid (Credit Card)			\$369.00
Balance Due			\$0.00

All payments in Canadian funds. Payment due upon issue of the invoice.



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.

Section 1: Your Employee Information *To be completed by Employee*

Employee ID:*	First Name:* Cory	Last Name:* Spence
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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 in km
17-10-19	ATLE Convergence 2019 Conf	Calgary	Red Deer	147
17-10-19	Return	Red Deer	Calgary	147
18-10-19	ATLE Convergence 2019 Conf	Calgary	Red Deer	147
18-10-19	Return	Red Deer	Calgary	147

The total weekly km must be entered into the timesheet in PeopleSoft.	Total Kilometres	588
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PeopleSoft Time Approver

Combo Code entered into PeopleSoft

Section 3: *To be completed by Employee and Approver*

The approver must create a PDF copy of the completed Travel Log and send to: cbeincoming@westcanadian.com

Employee Signature:*	Time Approver Name:* Brad Grundy
Employee Phone:*	Time Approver Signature:*
Date DD-MM-YY: * 10-21-19	Time Approver Phone:*
Date DD-MM-YY:*	

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