

expense | monthly tracking report



**Calgary Board
of Education**

claimant | Pritchard, Lori
 position | Education Director
 level | Director
 reporting period | March 1 to April 30, 2022
 date of report | Friday, June 10, 2022

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Cell phone	03/16/2022	Service fee	\$49.01	other disclosed	telecom/cell phone
College of Alberta School Superintendents Conference	03/16/2022	Conference fee	\$590.00	other disclosed	PD course or registration fee
College of Alberta School	03/29/2022	Mileage	\$298.00	other disclosed	PD mileage
Fantasyland Hotel	03/16/2022	Accommodation	\$346.62	other disclosed	PD accommodation
Earls	03/14/2022	Dinner	\$23.89	other disclosed	PD food/non alcoholic beverage
Cell phone	04/16/2022	Service fee	\$49.09	other disclosed	telecom/cell phone

Account Detail	
Assignment	Lori Pritchard
Account No.	
Contract Detail	
Contract Name	Corp Share: 3GB Pool
Options Charges	
3 GB Pool Data	\$ 0.00
Unlimited Nationwide Calling	\$ 0.00
Unlimited Nationwide SMS/MMS	\$ 0.00
Visual Voicemail (iOS)	\$ 0.00
Call Waiting	\$ 0.00
Name Display	\$ 0.00
2500 Call Forwarding Minutes	\$ 0.00
Group Calling	\$ 0.00
Voice Charges	
Charges for Additional Minutes	\$ 0.00
Peak Minutes	734:00 min
Off Peak Minutes	53:00 min
Total Airtime Minutes	843:00 min
Data Charges	
Data Volume (MB)	509,3066 MB
Browser Charge	0:00 min
Text Messages	
Text Messages	81 msg
Long Distance Charges	
Long Distance Charges	16:00 min
Roaming Charges	
Voice Charges	0:00 min
Data Charges	0.0000 MB
Other Fees	
411 Service	\$ 0.00
Monthly Access Fees	\$ 0.00
Discount	\$ 0.00
Other Charges and Credits	
Other Charges and Credits	\$ 0.00
Taxes	
GST	\$ 2.34
Total	\$ 49.09

Service ID: Subscriber:LORI PRITCHARD



Invoice Summary April 2022



Travel & Subsistence Expense Report

Calgary Board of Education



Must be completed upon return from every business trip for reporting purposes and any out of pocket expenditures. Return completed form to Accounts Payable, Education Centre

Details of Trip | Please Print: Lori Ritchard
 Employee's Name: Lori Ritchard
 Vendor #: _____
 Date: March 29, 2022
 School / Department to mail cheque to: School Improvement, 5th Floor
 Purpose of Trip / Name of Conference: CSSA First Nations MCHS & Truit
 Departure and Return Dates: March 14 - 16, 2022 Destination: Edmonton

Description of Expenses (Please attach receipts)		Total Cost (Canadian Dollars)	Exchange Rate (for information purposes)	Amount Paid by CBE (Invoice/P-Card/ Amex/ Payroll for Mileage (including GST))	Amount Paid by Claimant (For Out of Pocket Expenditures (including GST))	Alias to be charged for Claimant's Expenses
Registration/Conference Fees		590.00		590.00		1751-PD
Travel Costs						
Airfare (including trip cancellation insurance)						
Rail/Bus						
Taxi/Shuttle Bus/Car Rental in Calgary						
Taxi/Shuttle Bus/Car Rental at Destination						
Personal Vehicle (submit on Km Payment Form to Payroll) 596 km @ 50¢/km		298.00			298.00	
Accommodations at Single Rate						
\$ 113.31 @ 2 Nights		346.62		346.62		1751-PD
Meals (including tips) (excluding meals covered by Conference or Others)						
Breakfast @ \$12.00						
Lunch @ \$17.00						
Dinner @ \$26.00		23.89		23.89		1751-PD
Or Actual Expense						
Telecommunication Charges (Internet, phone calls)						
Parking - in Calgary						
Parking - at Destination						
Other - Provide Details						
TOTAL COST OF TRIP		1258.51			298.00	1751-PD
CASH ADVANCE IF ANY-Ref #						
AMOUNT DUE TO (OWING BY) CLAIMANT					298.00	
GST Breakout Area						

I certify that the above claim is correct:

Claimant's Signature Lori Ritchard

Approved by Superordinate A. M. [Signature]

NOTE | Copies of amounts paid through the P-Card, Amex Card, Invoices and Mileage Claim Forms must also be attached to this claim, in addition to items claimed for all Out of Pocket Expenses.

FANTASYLAND HOTEL

17700 87 AVE
EDMONTON AB T5T 4V4

Confirmation Number: 48376718-1
Room Number: 420
Room Type: EXKGN
No. of Guests: 1

Pritchard, Lori
1221 8 Street SW
Calgary, AB T2R 0L4

ARRIVAL	DEPARTURE	RATE PLAN	GROUP
03/14/2022	03/16/2022		

DATE	CODE	DESCRIPTION	AMOUNT (CAD)
03/14/2022	RM	Room Charge	159.00
03/14/2022	RT	Alberta Tourism Levy	6.36
03/14/2022	GST	GST 845861368 RT	7.95
03/15/2022	RM	Room Charge	159.00
03/15/2022	RT	Alberta Tourism Levy	6.36
03/15/2022	GST	GST 845861368 RT	7.95
03/16/2022	MC	MasterCard *****4504	(346.62)
TOTAL DUE:			0

TERMS: If a credit card was provided upon check-in, a hold was placed on the card for the full amount to be owed to the hotel, plus estimated incidentals. This hold may display as pending for telephone or online banking portals and may not be released for 72 hours or longer after departure at the discretion of your card issuer.

Approved in Peoplesoft April 1/22

HR-B231-02*

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 www.cbe.ab.ca/foip. If you have any questions about this form and/or the use of the information, please contact the Employee Contact Centre at 403-817-7333.

Date DD-MM-YY: *	29-03-22	Time Approver	403 817 7981	Date DD-MM-YY: *	01-04-22
Employee Phone: *	403 813 3220	Time Approver Signature: *	<i>[Signature]</i>	Employee Signature: *	<i>[Signature]</i>
Employee Name: *	<i>[Signature]</i>	Time Approver Name: *	Andrea Holowick	Time Approver Signature: *	<i>[Signature]</i>

Section 3: The approver must create a PDF copy of the completed Travel Log and send to: ds@calboard.ab.ca
To be completed by Employee and Approver

Combo Code entered into Peoplesoft: *BSMIL8110070430-2*

Peoplesoft Time Approver: *[Signature]*

The total weekly km must be entered into the timesheet in Peoplesoft.

Date DD-MM-YY	Purpose for Trip	Trip Starts From	Trip Ends At	Distance in km
14 03 22	CASS	Calgary	Edmonton	298
16 03 22	CASS	Edmonton	Calgary	298
Total Kilometres				
				596


Section 2: Trip Details: Record the date, purpose, beginning and ending locations, and distance of each trip on a separate row.

To be completed by Employee

Employee ID: *	First Name: *	Last Name: *
	Lori	Fritchard

Section 1: Your Employee Information To be completed by Employee

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. **Subs and Casuals:** Refer to [Substitutes, Teacher/Casual Employee Travel Log](#)



Kilometre Travel Log

Edmonton AB, T5T 4J2
(780) 481-8279

Tbl 213/1 Chk 5360
Mar 14 '22 5:57PM
Gst 1 NIGHTBAR

1 SANTA FE/CHK 22.75

SUBTOTAL 22.75
GST Tax 1.14
Total @ 6:47PM 23.89

--PLEASE PAY YOUR SERVER--

Contact General Manager

Jerrold Corse (jcorse@earls.ca)

for any feedback on your visit

Can't join us between 2-5pm?

No worries! Happy Hour begins

again 9pm-close!!

BIG NEWS!

Get all of your Earls faves

delivered straight to your door

through DoorDash.

GST# 85421 - 7502R 10001

Transaction ID 1435552

Total 23.89

Tip 0.00

MASTERCARD (4504) 23.89



Invoice Summary March 2022



Subscriber: CALGARY BOARD OF EDUCATION

Service ID:

Account Detail

Assignment: Lori Pritchard
Account No.:

Contract Detail

Contract Name: Corp Share: 3GB Pool

Options Charges

3 GB Pool Data \$ 0.00

Unlimited Nationwide Calling \$ 0.00

Unlimited Nationwide SMS/MMS \$ 0.00

Visual Voicemail (iOS) \$ 0.00

Call Waiting \$ 0.00

Name Display \$ 0.00

2500 Call Forwarding Minutes \$ 0.00

Group Calling \$ 0.00

Voice Charges

Charges for Additional Minutes \$ 0.00

Peak Minutes 354:00 min

Off Peak Minutes 9:00 min

Total Airtime Minutes 410:00 min

Data Charges

Data Volume (MB) 539,9180 MB \$ 0.00

Browser Charge 0:00 min \$ 0.00

Text Messages

Text Messages 169 msg \$ 0.00

Long Distance Charges

Long Distance Charges 70:00 min \$ 0.00

Roaming Charges

Voice Charges 0:00 min \$ 0.00

Data Charges 0.0000 MB \$ 0.00

Other Fees

411 Service \$ 0.00

Monthly Access Fees \$ 0.00

Discount \$ 0.00

Other Charges and Credits

Other Charges and Credits \$ 0.00

Taxes

GST \$ 2.34

Total \$ 49.09