

expense | monthly tracking report

claimant | Cooper, Lori

position | Education Director

level | Director

reporting period | November 1 to December 31, 2023

date of report | Friday, February 9, 2024



**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
CASS Zone 5 Committee Meeting	24/11/2023	Use of personal vehicle to Airdrie, AB - Nov. 24, 2023	\$55.00	Travel	BUS mileage

Travel & Subsistence Expense Report

Must be completed upon return from every business trip for reporting purposes and any out of pocket expenditures. Return completed to Accounts Payable (CBEAccountsPayable@cbe.ab.ca) with a copy of your approved *Travel Within Alberta form*.

Details of Trip Please Print	Date: <u>December 18, 2023</u>
Employee's Name <u>Lori Cooper</u>	Vendor#: _____
School / Department to mail cheque to <u>Area 4 / Core Curriculum & Assessment K-12</u>	
Purpose of Trip / Name of Conference <u>CASS Zone 5 Committee Meeting</u>	
Departure and Return Dates <u>November 24, 2023</u>	Destination: <u>Rocky View Schools (Airdrie Alberta)</u>

Description of Expenses (Please attach receipts)	Total Cost (Canadian Dollars)	Exchange Rate <small>(for information purposes)</small>	Amount Paid byCBE <small>Invoice/P-Card/ Amex/ Payroll for Mileage (including GST)</small>	Amount Paid by Claimant <small>For Out of Pocket Expenditures (including GST)</small>	Alias to be charged for Claimant's Expenses
Registration/Conference Fees					
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 <u>110</u> km@51¢/km (submit on Km Payment Form to Payroll)	55.00			55.00	Send original to Payroll for payment
Accommodations at Single Rate					
\$ _____ @ _____ Nights					
Meals (including tips) (excluding meals covered by Conference or Others)					
• Breakfast _____ @\$12.00					
• Lunch _____ @\$17.00					
• Dinner _____ @\$26.00					
• Or Actual Expense					
Telecommunication Charges (Internet, phone calls)					
Parking - in Calgary					
Parking - at Destination					
Other - Provide Details					
TOTAL COST OF TRIP					
CASH ADVANCE IF ANY-Ref# _____					
AMOUNT DUE TO (OWING BY) CLAIMANT					55.00
GST Breakout Area					

I certify _____ claim is correct

Claimant Signature

Approved by: Superintendent

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.

