

# expense | monthly tracking report

claimant | Nelson, Mike  
 position | Superintendent, School Improvement  
 level | Superintendent  
 reporting period | November 1 to December 31, 2023  
 date of report | February 9, 2024



**Calgary Board  
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Kilometre reimbursement	11/24/23	CASS Zone 5 meeting, Airdrie	\$17.34	other disclosed	BUS mileage
Kilometre reimbursement	12/05/23	November mileage	\$93.84	other disclosed	BUS mileage
Cell phone	11/30/23	Monthly service charge	\$49.88	other disclosed	telecom/cell phone
Kilometre reimbursement	12/22/23	December mileage	\$52.02	other disclosed	conferences & workshops
Cell phone	12/31/23	Monthly service charge	\$49.88	other disclosed	telecom/cell phone

*Mike*



# 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](mailto:CBEAccountsPayable@cbe.ab.ca)) with a copy of your approved *Travel Within Alberta form*.

**Details of Trip | Please Print** Date: December 4, 2023

Employee's Name Michael W. Nelson Vendor #: \_\_\_\_\_

School / Department to mail cheque to School Improvement

Purpose of Trip / Name of Conference CASS Zone 5

Departure and Return Dates November 24, 2023 Destination: Rockyview School Division, Airdrie

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
<b>Registration/Conference Fees</b>					
<b>Travel Costs</b>					
▪ Airfare (including trip cancellation insurance)					
▪ Rail/Bus					
▪ Taxi/Shuttle Bus/Car Rental in Calgary					
▪ Taxi/Shuttle Bus/Car Rental at Destination					
▪ Personal Vehicle <u>34</u> km @ 51¢/km (submit on Km Payment Form to Payroll)	17.34				Send original to Payroll for payment
<b>Accommodations at Single Rate</b>					
\$ _____ @ _____ Nights					
<b>Meals</b> (including tips) (excluding meals covered by Conference or Others)					
▪ Breakfast _____ @ \$12.00					
▪ Lunch _____ @ \$17.00					
▪ Dinner _____ @ \$26.00					
▪ Or Actual Expense					
<b>Telecommunication Charges</b> (Internet, phone calls)					
<b>Parking – in Calgary</b>					
<b>Parking – at Destination</b>					
<b>Other – Provide Details</b>					
<b>TOTAL COST OF TRIP</b>	17.34				
<b>CASH ADVANCE IF ANY</b> –Ref # _____					

**AMOUNT DUE TO (OWING BY) CLAIMANT**

GST Breakout Area

I certify that the above claim is correct:

\_\_\_\_\_

Claimant's Signature Approved by Superordinate

**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.**





# Invoice Summary November 2023



Service ID

Subscriber:MICHAEL NELSON

<b>Account Detail</b>		
Assignment	Michael Nelson	
Account No.		
<b>Contract Detail</b>		<b>\$ 44.00</b>
Contract Name	3GB Pooled Voice & D	
<b>Options Charges</b>		<b>\$ 3.50</b>
Calgary BoE Cimpl Bundle		\$ 3.50
<b>Voice Charges</b>		<b>\$ 0.00</b>
Charges for Additional Minutes		\$ 0.00
Peak Minutes	431:00 min	
Off Peak Minutes	63:00 min	
Total Airtime Minutes	607:00 min	
<b>Data Charges</b>		<b>\$ 0.00</b>
Data Volume (MB)	2994.3857 MB	\$ 0.00
Browser Charge	0:00 min	\$ 0.00
<b>Text Messages</b>		<b>\$ 0.00</b>
Text Messages		\$ 0.00
<b>Long Distance Charges</b>		<b>\$ 0.00</b>
Long Distance Charges		\$ 0.00
<b>Roaming Charges</b>		<b>\$ 0.00</b>
Voice Charges	0:00 min	\$ 0.00
Data Charges	0.0000 MB	\$ 0.00
<b>Other Fees</b>		<b>\$ 0.00</b>
411 Service		\$ 0.00
Monthly Access Fees		\$ 0.00
Discount		\$ 0.00
<b>Other Charges and Credits</b>		<b>\$ 0.00</b>
Other Charges and Credits		\$ 0.00
<b>Taxes</b>		<b>\$ 2.38</b>
GST		\$ 2.38
<b>Total</b>		<b>\$ 49.88</b>







Invoice Summary December 2023



Service ID: Subscriber: MICHAEL NELSON

Account Detail

Assignment: Michael Nelson
Account No.

Contract Detail \$ 44.00

Contract Name: 3GB Pooled Voice & D

Options Charges \$ 3.50

Calgary BoE Cimpl Bundle \$ 3.50

Voice Charges \$ 0.00

Charges for Additional Minutes \$ 0.00
Peak Minutes: 329:00 min
Off Peak Minutes: 93:00 min
Total Airtime Minutes: 524:00 min

Data Charges \$ 0.00

Data Volume (MB): 2039.5625 MB \$ 0.00
Browser Charge: 0:00 min \$ 0.00

Text Messages \$ 0.00

Text Messages \$ 0.00

Long Distance Charges \$ 0.00

Long Distance Charges \$ 0.00

Roaming Charges \$ 0.00

Voice Charges: 0:00 min \$ 0.00
Data Charges: 3.0000 MB \$ 0.00

Other Fees \$ 0.00

411 Service \$ 0.00
Monthly Access Fees \$ 0.00
Discount \$ 0.00

Other Charges and Credits \$ 0.00

Other Charges and Credits \$ 0.00

Taxes \$ 2.38

GST \$ 2.38

Total \$ 49.88