

expense | monthly tracking report

claimant | Poirier, Martin
 position | Education Director
 level | Director
 reporting period | November 1 to December 31, 2022
 date of report | February 10, 2023



**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
College of Alberta School Superintendents (CASS)	11/30/2022	Annual membership Renewal 2022-2023 School Year	\$1,450.00	other disclosed	membership, due, fees
Cell Phone	11/30/2022	Cell Phone Charges	\$39.28	other disclosed	telecom/cell phone
Cell Phone	12/31/2022	Cell Phone Charges	\$36.13	other disclosed	telecom/cell phone
ACPI Workshop - Nov. 2-9, 2022	11/2/2022	Taxi/Shuttle/Bus	\$192.86	travel	PD general
ACPI Workshop - Nov. 2-9, 2022	11/4/2022	Hotel Room	\$257.36	travel	PD accommodation
ACPI Workshop - Nov. 2-9, 2022	11/2/2022	Dinner	\$26.00	travel	BUS food/non alcoholic beverage
ACPI Workshop - Nov. 2-9, 2022	11/09/2022	Taxi/Shuttle/Bus	\$89.90	travel	PD general
ACPI Registration	09/26/2022	ACPI Registration for November/2022 Association canadienne des professionnels de l'immersion	\$251.43	other disclosed	PD course or registration fee



CASS

College of Alberta School Superintendents

1300, 10665 Jasper Avenue NW
Edmonton, Alberta T5J 3S9
Canada

INVOICE

Invoice No.: 166772
Date: 09/26/2022
Ship Date:
Page: 1
Re: Order No. 2022-2023

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.:

Item No.	Unit	Quantity	Description	Tax	Unit Price	Amount
			CASS Membership 2022-2023 Regular Member: M. Poirer Please note that we have moved effective: Feb 1st, 2022 Please Remit to: College of Alberta School Superintendents 1300, 10665 Jasper Avenue Edmonton, AB T5J 3S9			1,450.00
College of Alberta School Superintendents						
Shipped By:					Total Amount	
Tracking Number:					Amount Paid	
Comment:					Amount Owning	
Sold By:						



Invoice Summary November 2022



Service ID:

Subscriber: M. POIRIER

Account Detail

Assignment M. Poirier
Account No.

Contract Detail

\$ 30.00

Contract Name 3GB Pooled Voice & D

Options Charges

\$ 7.00

Options Charges

Voice Charges

\$ 0.00

Charges for Additional Minutes \$ 0.00
Peak Minutes 324:00 min
Off Peak Minutes 100:00 min
Total Airtime Minutes 455:00 min

Data Charges

\$ 0.00

Data Volume (MB) 11613.4697 MB \$ 0.00
Browser Charge 0:00 min \$ 0.00

Text Messages

\$ 0.00

Text Messages 561 msg \$ 0.00

Long Distance Charges

\$ 0.40

Long Distance Charges 116:00 min \$ 0.40

Roaming Charges

\$ 0.00

Voice Charges 0:00 min \$ 0.00
Data Charges 0.0000 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

\$ 1.88

GST \$ 1.88

Total

\$ 39.28



Invoice Summary December 2022



Service ID:

Subscriber: M. POIRIER

Account Detail

Assignment M. Poirier
Account No.

Contract Detail

\$ 30.00

Contract Name 3GB Pooled Voice & D

Options Charges

\$ 3.50

Options Charges

Voice Charges

\$ 0.00

Charges for Additional Minutes \$ 0.00
Peak Minutes 141:00 min
Off Peak Minutes 21:00 min
Total Airtime Minutes 184:00 min

Data Charges

\$ 0.00

Data Volume (MB) 7417.5664 MB \$ 0.00
Browser Charge 0:00 min \$ 0.00

Text Messages

\$ 0.90

Text Messages 417 msg \$ 0.90

Long Distance Charges

\$ 0.00

Long Distance Charges 12:00 min \$ 0.00

Roaming Charges

\$ 0.00

Voice Charges 0:00 min \$ 0.00
Data Charges 0.0000 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

\$ 1.73

GST \$ 1.73

Total

\$ 36.13



Calgary Board
of Education

Travel & Subsistence Expense Report

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 Date: 21 Nov 2022

Employee's Name M. Poirier Vendor #: _____

School / Department to mail cheque to _____

Purpose of Trip / Name of Conference ACPI Conference

Departure and Return Dates Nov 2-Nov 9 (3 days vacation attached) Destination: Ottawa

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			\$251.43	ACPI paid remainder	
Travel Costs					
▪ Airfare (including trip cancellation insurance)			Set amount paid by ACPI - remainder paid personally		
▪ Rail/Bus					
▪ Taxi/Shuttle Bus/Car Rental in Calgary	\$192.86		282.76	\$192.86 ✓	
▪ Taxi/Shuttle Bus/Car Rental at Destination	\$89.90			\$89.90 ✓	
▪ Personal Vehicle _____ km @ 50¢/km (submit on Km Payment Form to Payroll)					Send original to Payroll for payment
Accommodations at Single Rate					
\$ 257.36 @ 3 Nights			ACPI pays 2 nights	\$257.36 ✓	
Meals (including tips) (excluding meals covered by Conference or Others)					
▪ Breakfast _____ @ \$12.00					
▪ Lunch _____ @ \$17.00					
▪ Dinner 1 @ \$26.00	\$26			\$26 ✓	
▪ Or Actual Expense					
Telecommunication Charges (Internet, phone calls)					
Parking – in Calgary					
Parking – at Destination					
Other – Provide Details					
TOTAL COST OF TRIP			\$251.43 ✓		
CASH ADVANCE IF ANY-Ref # _____					
AMOUNT DUE TO (OWING BY) CLAIMANT					
GST Breakout Area					

I certify that the above claim is correct:

V. Poirier

JEB

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.

THANK YOU for Choosing
Do not Drink & Drive Call Us
403-777-1111



Driver: Bajit Date Nov 2nd 22
Car# 520 Amount \$ 95/-
From: _____
To: _____
GST Included # 403-479-1325

CALGARY CITY CABS
(403) 605-9999

SALE

Batch #: 025 REF#: 00000012
11/09/22 SEC: 025001001012
123206
APPR CODE 06193J

MASTERCARD

00/00

AMOUNT
TIP
TOTAL

\$97.86

00 - APPROVED - 001

TVR: 00 00 00 80 00
Tst EB 00

THANK YOU

CUSTOMER COPY

BLUE LINE TAXI OTTAWA
613 743 1111

PURCHASE

MERCHANT 583355CN
VEHICLE ID B769
DRIVER TO 00056384
TRIP NUMBER 1947
11 05 2022 11:10
START 11:10 END 11:10

TAX AMOUNT \$ 0.00
TIP AMOUNT \$ 7.75
TOTAL CAD \$: 46.46

APPLICATION NAME
MASTER
APPROVED 0000
Approval Code 01605J
KEY ID: 0000000001
TVR: F800
TSI: 0000000000
TC: 0000000000
TRN REF ID: 0000000000
ENTRY METHOD CONTACTLESS CHIP (P)

DRIVER COPY

Res: 00/00

CARDHOLDER ACKNOWLEDGES RECEIPT OF FUNDS
IN THE AMOUNT OF THE TOTAL INDICATED AND
AGREES TO PERFORM THE OBLIGATIONS NOTED IN
THE CARDHOLDER'S AGREEMENT WITH THE ISSUER

PIN VERIFIED
SIGNATURE NOT REQUIRED

INQUIRY@1111.COM

CAPITAL TAXI
613 743 1111

PURCHASE

VEHICLE ID C1040
DRIVER TO 00056019
TRIP NUMBER 2115
11 02 2022 16:37
START 16:37 END 16:37

TAX AMOUNT \$ 0.00
TIP AMOUNT \$ 7.75
TOTAL CAD \$: 43.44

APPLICATION NAME
MASTER
APPROVED 0000
Approval Code 02451J
KEY ID: 0000000001
TVR: E800
TSI: 0000000000
TC: 51004755FC4E3B46
TRN REF ID: 0000000000
ENTRY METHOD CONTACT CHIP (C)

PASSENGER COPY

Res: 00/00

INQUIRY@1111.COM

192.86 ✓
89.90 ✓

The Westin Ottawa
11 Colonel By Drive
Ottawa, ON K1N 9H4
Canada
Tel: 613-560-7000 Fax: 613-234-5396

WESTIN®

HOTELS & RESORTS

Martin Poirier
AC3005 - ACPICAIP ANNUAL CONFERENCE 202

Page Number : 1 Invoice Nbr : 1000318719
Guest Number : 1740695
Folio ID : A
Arrive Date : 02-NOV-22 16:42
Depart Date : 05-NOV-22
No. Of Guest : 1
Room Number : 1702
Marriott Bonvoy Number : 4972

Information Invoice

Tax ID : 811719848RT0001

The Westin Ott YOWWI NOV-05-2022 04:00 9999

Date	Reference	Description	Charges (CAD)	Credits (CAD)
02-NOV-22	3703	In Room Dining	62.64	Claim \$26.00 (Dinner) ✓
02-NOV-22	RT1702	Room Chrg - Grp - Association		
02-NOV-22	RT1702	Tax Other		
02-NOV-22	RT1702	Municipal Accommodation Tax		
02-NOV-22	RT1702	Municipal Accom Tax HST		
03-NOV-22	RT1702	Room Chrg - Grp - Association		
03-NOV-22	RT1702	Tax Other		
03-NOV-22	RT1702	Municipal Accommodation Tax		
03-NOV-22	RT1702	Municipal Accom Tax HST		
04-NOV-22	RT1702	Room Chrg - Grp - Association	219.00	
04-NOV-22	RT1702	Tax Other	28.47	Claim \$257.36 ✓
04-NOV-22	RT1702	Municipal Accommodation Tax	8.76	
04-NOV-22	RT1702	Municipal Accom Tax HST	1.14	
NOV-05-2022	MC	MasterCard		-834.75

Approve EMV F

TC3A1E47642E4D1A1

IAD:35106770030200009387000000000000FF TVR:0000008000

Continued on the next page



Association canadienne des professionnels de l'immersion
170 Laurier Ouest, bureau 1106
Ottawa, Ontario K1P 5V5
(613) 230-9111

Sold To / Vendue à

Mr. Poirier Director
Calgary Board of Education
Calgary, Alberta
T2V 0W2

Confirmation Id: hyg7a5w8

INVOICE / FACTURE

#MYCS242110474836

Invoice Date: 26th September, 2022

PAID

Item	Description	Date	Quantity	Unit Price	Amount
79394-512253	Registration Type FULL PROGRAM Nov. 3-4-5, 2022 - A+ Members (Martin Poirier Director)	2022-09-26	1	\$ 443.00	\$ 443.00
4948	ANIM22 - Animateur/trice au congrès (Martin Poirier Director)	2022-09-26	1	\$ 251.43	\$ 251.43
Subtotal					\$ 694.43
HST(13 %)					\$ 90.28
Total					\$ 784.71
Paid					\$ 251.43
Balance					\$ 533.28

2022/09/26 \$ 251.43 Trans ID: 46620-0_276 Credit Card Number: ****

Numéro de TVH/ HST (13%) : 121982664RT0001

claim