expense | monthly tracking report

claimant | Holowka, Andrea

position | Superintendent, School Improvement

level | Superintendent

reporting period | January 1 to February 28, 2023

date of report | Thursday, April 6, 2023



Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Cell phone	01/15/2023	Monthly plan plus roaming	\$921.38	other disclosed	telecom/cell phone
Ever-Active Schools panel	02/02/2023	Parking at venue - Fairmont Chatheau Lake	\$15.00	travel	BUS general
discussion		Louise			
Ever-Active Schools panel	02/02/2023	Banff east gate	\$10.50	travel	BUS general
discussion					
Ever-Active Schools panel	02/02/2023	Mileage	\$87.72	travel	BUS mileage
discussion					
Cell phone	02/15/2023	Monthly plan plus roaming	\$91.88	travel	telecom/cell phone

Ant



Invoice Summary January 2023

ROGERS

Service ID

Subscriber: ANDREA HOLOWKA

Account Detail

Assignment Account No.	Andrea Holowka	
Contract Detail		\$ 44.00
Contract Name	3GB Pooled Voice & D	
Options Charges		\$ 823.50
Options Charges		
Voice Charges		\$ 0.00
Charges for Additional Minutes		\$ 0.00
Peak Minutes	261:04 min	
Off Peak Minutes	58:18 min	
Total Airtime Minutes	326:00 min	
Data Charges		\$ 0.00
Data Volume (MB)	5239 ₈ 5183 MB	\$ 0.00
Browser Charge	0:00 min	\$ 0.00
Text Messages		\$ 10.00
Text Messages	301 msg	\$ 10.00
Long Distance Charges		\$ 0.00
Long Distance Charges	78:00 min	\$ 0.00
Roaming Charges		\$ 0.00
Voice Charges	5:00 min	\$ 0.00
Data Charges	7327,7600 MB	\$ 0,00
Other Fees		\$ 0.00
411 Service		\$ 0.00
		\$ 0.00
Monthly Access Fees Discount		\$ 0.00
Discount		
Other Charges and Credits		\$ 0.00
Other Charges and Credits		\$ 0.00
Taxes		\$ 43.88
GST		\$ 43.98
Total		\$ 921.38



111 Lake Louise Drive Lake Louise, Alberta Canada T0L 1E0 T (403) 522-3511 F (403) 522-3834 G.S.T. Registration # 84968 1721 RT000 Room Folio#

Page #

Cashier #

Mr . Visitor Parking Canada

Arrival

02-01-23

Departure

02-28-23

Date	Description		Additional Information		Charges	Credits
02-02-23	Parking - Self				15.00	45.00
02-02-23 N	Mastercard		XXXXXXXXXXX	XX/XX		15.00
<u> </u>			Total		15.00	15.00
			Balance Due		0.00	
G	ST Summary					
Room		0.00				
F&B		0.00				
Other		0.71				
Total		0.71				

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Banff East Gate #10040

Expires: 2023/02/03 at 4pm

Sales Receipt

Transaction #: Date:2023-02-02 Cashier/Calssier

8:45:25 AM Register/Caisse #:

Item Description

NP A Day/PN A par Jour

Amt/Mnt \$10.60

20000 NP A Day/P 1 @ \$10.50

2023/02/03

\$10.00 \$0.50

Total

\$10.50

_4522444

Mastercard Tendered Change Due/Argent Reinla

9ub Total/Spus-Total GST/TPS

> \$10.50 \$0.00

Thank-you for visiting/Merci de votre visite



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. **Subs and Casuals:** Refer to <u>Substitute Teacher/Casual Employee Travel Log</u>

Section 1: Your Employee Information To be completed by Employee							
Employee ID:	•	First Name:* And	ndrea Last Name:* Holowka				
Section 2: Trip Details: To be completed by Employee							
Record the date	, purpose, beginning	and ending locations,	and distance of each tr	ip on a sepa	rate row.		
Date DD-MM-YY	Purpose	Purpose for Trip		Trip Starts From		Distance in km	
02-Feb-2023	Ever Active	e Schools	Calgary (Residen	Calgary (Residence) La		172	
-							
						_	
The total world	w less mount ha costs	ad into the times has	t in BoonloSoft	Tot	al Kilometres	172	
PeopleSoft Tim		ed into the timeshee	н п георіезоп.	101	ai Kilometres		
	ntered into PeopleS	oft					
Section 3:	ntered into r copied			To be con	pleted by Employe	e and Approver	
The approver m	ust create a PDF cop	y of the completed Tr	ravel Log and send to:				
Employee	1	·			Christopher Usih		
Signature:*		Time Approver N	Time Approver Name:*				
Employee Pho	ne:* (403) 817-	-7500	Time Approver S	Time Approver Signature:*			
Date DD-MM-YY:	* 03-Feb-2023	Time Approv Phone:*	er (403) 817-	(403) 817-7902			
Domanal information	is collected under the auth	ority of Alberta's Freedom	of Information and Protection of	of Privacy Act (F	OIP). This information will b	e used for the	

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