# expense | monthly tracking report

claimant | Pritchard, Lori

position | Education Director

level | Director

reporting period | November 1 to December 31, 2023

date of report | February 9, 2024

Cell Phone         11/30/23         Monthly Service Charge         \$35.18         other disclosed           Kilometre reimbursement         11/24/23         CASS Zone 5 Meeting Airdrie         \$25.50         other disclosed           Kilometre reimbursement         12/17/23         Travel         \$53.55         other disclosed           Cell Phone         12/31/23         Monthly Service Charge         \$35.18         other disclosed	Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
eimbursement 11/24/23 CASS Zone 5 Meeting Airdrie 12/17/23 Travel 12/31/23 Monthly Service Charge	Coll Dhono					
eimbursement 11/24/23 CASS Zone 5 Meeting Airdrie eimbursement 12/17/23 Travel 12/31/23 Monthly Service Charge	Cell L IIOI G	- 11	Monthly Service Charge	\$35 18 other dieg	poor	tolocom/cell about
eimbursement 12/17/23 Travel 12/31/23 Monthly Service Charge	Kilometre reimburgement	44104100	1 0000	SID DILIO OIL	Docor	refecolincell phone
eimbursement 12/17/23 Travel 12/31/23 Monthly Service Charge	I VIOLITE I CILIDAL SELLICIT	11/24/23	CASS Zone 5 Meeting Airdrie	\$25 50 other dies	locod	0110
12/31/23 Monthly Service Charge	Kilometre reimburgemont			Jen leillei disc	nasor	pos mieage
12/31/23 Monthly Service Charge	A CONTROLLE TOUR DAI SOUTHERN	12/1/123	Iravel	\$53 55 other die	Posol	Dillo milana
12/3 1/23   Monthly Service Charge	Call Dhone	40104100		Jein Dillo Co.com	Daco	DOS Mileage
	ocii i iidile	12/31/23	Injointnly Service Charge	\$35 18 other disc	hosol	tologonia locimonolot
				שמטיוס סוווסן מופר	מספסו	rejecoli (cell phone







# U Cimpl Invoice Summary November 2023



Service ID Subscriber: LORI PRITCHARD

Account Detail		
Assignment Account No.	Lori Pritchard	
Contract Detail		\$ 30.00
Contract Name	3GB Pooled Voice & D	
Options Charges		\$ 3.50
Calgary BoE Cimpl Bundle		\$ 3.50
Voice Charges		\$ 0.00
Charges for Additional Minutes Peak Minutes Off Peak Minutes Total Airtime Minutes	836:00 min 74:00 min 973:00 min	.\$ 0 <sub>*</sub> 00
Data Charges		\$ 0.00
Data Volume (MB) Browser Charge	1568,4150 MB 0:00 min	5 0.00 5 0.00
Text Messages		\$ 0.00
Text Messages		5 0,00
Long Distance Charges		\$ 0.00
Long Distance Charges		5 0,00
Roaming Charges		\$ 0.00
Voice Charges Data Charges	0:00 min 0:000 MB	s 0.00 s 0.00
Other Fees		\$ 0.00
411 Service Monthly Access Fees Discount		\$ 0.00 \$ 0.00 \$ 0.00
Other Charges and Credits		\$ 0.00
Other Charges and Credits		5 0,00
Taxes		\$ 1.68
GST		s 1,68
Total		\$ 35.18



### 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 Substitute Teacher/Casual Employee Travel Log

Employee ID:*   First Name:*   Lori   Last Name:*   Pritchard    Section 2: Trip Details:   To be completed by Employee Record the date, purpose, beginning and ending locations, and distance of each trip on a separate row.    Date   DD-MM-YY   Purpose for Trip   Trip Starts From   Trip Ends At   Marchine, AB	yee
Record the date, purpose, beginning and ending locations, and distance of each trip on a separate row.  Date DD-MM-YY  Purpose for Trip  Trip Starts From  Trip Ends At  Distance of each trip on a separate row.	
Date DD-MM-YY Purpose for Trip Trip Starts From Trip Ends At km	yee
Date DD-MM-YY Purpose for Trip Trip Starts From Trip Ends At km	
24-Nov-2023 CASS Zone 5 Meeting (Return) Calgary NW Airdrie, AB 50	e in
	-
The total weekly km must be entered into the timesheet in PeopleSoft.  Total Kilometres  50	
PeopleSoft Time :	
Combo Code ente.	
Section 3: To be completed by Employee and Appr The approver must $\epsilon$ ted Travel Log and send to: cbeincoming@wcdconnect.com	over
Employee Signature:* Jo Pitman	
Employee Phone:* (403) Time Approver Signature:*	
Date DD-MM-YY: * 15-Dec-2023 Time Approver Phone: * 4-3-817-7500 Date DD-MM-YY: * 04-01-a	4

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 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 this collection of personal information, please contact a HR Employee Contact Centre Representative at 403-817-7333 to direct your question.



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Section 1: Your Employee Information  To be completed by Employee									
Employee ID:	*		First Name:*	Lori		Last N	lame:*	Pritchard	
Section 2: Tr			<del>;</del>			,		To be completed	by Employee
Record the date	e, pur	oose, beginning	and ending locati	ons, and	distance of each tr	ip on a s	eparate i	ow.	Distance in
Date DD-MM-YY		Purpose	for Trip		Trip Starts From		Tr	ip Ends At	Distance in km
09-Nov-2023	Dw	avne Donald R	lesearch (return	)	Ed Centre		F	ish Creek	45
15-Nov-2023		School Vis		-	Ed Centre		Dief	enbaker HS	20
21-Nov-2023		Tsuu'tina Co			Ed Centre		St. c	John Centre	6
05-Dec-2023		School			Ed Centre			Piitoayis	10
06-Dec-2023		Elder Adviso			Niitsitapi		Е	d Centre	11
15-Dec-2023		Team Holida			Ed Centre		12445 L	ake Fraser DSE	13
The total week	dar le-	must be enter	nd into the times	hoot in	PeopleSoft		Total Ki	lometres	105
The total weekly km must be entered into the timesheet in PeopleSoft.  Total Kilometres  105  PeopleSoft Ti									
Combo Code									
Section 3:				Trave	Log and send to: c	To be	complet ning@w	ed by Employee a acdconnect.com	and Approver
Employee Signature:*					Time Approver N	lame:*	Jo I	Pitman	
Employee Pho	ne:*	(403)			Time Approver S	ignature	e:*		
Date DD-MM-YY:		17-Dec-2023	Time App Phone:*		403-817-7.			e DD-MM-YY: 04	
	sonnel If you h	and for the delivery c	f Human Pacaureas n	rograms a	ormation and Protection of it the Calgary Board of Ed iformation, please contact	incanon- ir	Will be treat	CU III accordance with the	c privacy protection



# U Cimpl Invoice Summary December 2023



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Contract Name	3GB Pooled Voice & D	
Options Charges		\$ 3.50
Calgary BoE Cimpl Bundle		5 3.50
Voice Charges		\$ 0.00
Charges for Additional Minutes Peak Minutes Off Peak Minutes Total Airtime Minutes	764:00 min 46:00 min 810:00 min	\$ 0.00
Data Charges		\$ 0.00
Data Volume (MB) Browser Charge	t367,7402 MB 0:00 min	5 0,00 5 0,00
Text Messages		\$ 0.00
Text Messages		5 0.00
Long Distance Charges		\$ 0.00
Long Distance Charges		5 0,00
Roaming Charges		\$ 0.00
Voice Charges Data Charges	0:00 min 0:000 MB	s 0,00 s 0,00
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