

expense | monthly tracking report

claimant | Pritchard, Lori  
position | Education Director  
level | Director  
reporting period | January 1 to February 28, 2025  
date of report | Friday, April 4, 2025



Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Jan/Feb 2025 Mileage	02/28/2025	Mileage	\$105.05	other disclosed	BUS mileage
2025 First Nations, Métis, and Inuit Education Gathering	02/18/2025	Gathering Registration - CASSAlberta	\$656.25	other disclosed	conferences & workshops



# 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](#)

*To be completed by Employee*

<b>Employee ID:*</b>		<b>First Name:*</b>		<b>Last Name:*</b>	
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*To be completed by Employee*

Record the date, purpose, beginning and ending locations, and distance of each trip on a separate row.

[illegible]

Total Kilometres	
1	10
2	20
3	30
4	40
5	50
6	60
7	70
8	80
9	90
10	100

## PeopleSoft Time Approver

**Combo Code entered into PeopleSoft**

*To be completed by Employee and Approver*

The approver must create a PDF copy of the completed Travel Log and send to: [cbeincoming@wcdconnect.com](mailto:cbeincoming@wcdconnect.com)

<b>Employee Signature:*</b>			<b>Time Approver Name:*</b>		
<b>Employee Phone:*</b>			<b>Time Approver Signature:*</b>		
<b>Date</b> DD-MM-YY: *		<b>Time Approver Phone:*</b>		<b>Date</b> DD-MM-YY:*	

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.

Below is a registration summary from **Order #: 12883**

### Order Summary

<b>Order #:</b>	12883
<b>Transaction ID:</b>	
<b>Credit Card:</b>	MasterCard
<b>Card #:</b>	
<b>Authorization Code:</b>	052984
<b>Subtotal:</b>	\$625.00
<b>GST:</b>	\$31.25 (CASS GST No. 106967052)
<b>Amount Paid:</b>	\$656.25
<b>Order Timestamp:</b>	Feb 18, 2025 (10:37:06)

### Event Details

<b>Title:</b>	2025 First Nations, Métis, and Inuit Education Gathering (Gathering Registration)
<b>Date(s):</b>	<ul style="list-style-type: none"><li>• April 30, 2025</li><li>• May 01, 2025</li><li>• May 02, 2025</li></ul>
<b>Location:</b>	Wyndham Hotel Gateway, Edmonton

### Registrant Information

<b>First Name:</b>	Lori
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<b>Last Name:</b>	Pritchard
<b>Email Address:</b>	
<b>Primary Phone:</b>	
<b>School Authority:</b>	Calgary Board of Education
<b>Jurisdiction Type:</b>	Public School Authority
<b>Zone:</b>	5
<b>Position:</b>	Education Director
<b>Dietary Restriction:</b>	Other (please specify) No beef or pork
<b>Identify as Elder/Knowledge Carrier:</b>	N/A
<b>Registrant Total:</b>	\$656.25

## Breakout Sessions

- **Priority One - Connections that Support Reconciliation** -- May 01, 2025 (10:00 a.m. - 12:00 p.m.)
- **\*Nîhiyaw kiskinohamâkîwinihk nâkacîwîn (Excellence in Indigenous Education)** -- May 01, 2025 (1:30 p.m. - 3:30 p.m. )
- **Not Attending** -- May 01, 2025 (3:00 p.m. - 4:00 p.m.)
- **Holistic Structures and Supports in Indigenous Education and Reconciliation** -- May 02, 2025 (10:00 a.m. - 11:00 a.m. )

## Order Items

Item	Cost	GST
<ul style="list-style-type: none"> <li>• <b>Pre-conference 2 - Honouring Manitou Asinîy (Sacred Stone) with Piikani Elder Leonard Weasel Traveller (Bastien)</b> Apr 30, 2025 (1:00 pm-3:00 pm)</li> </ul>	No Charge	N/A
<i>GATHERING (3-day event)</i> <ul style="list-style-type: none"> <li>• <b>Day 1 - Gathering Opening</b> Apr 30, 2025 (7:00 pm-10:00 pm)</li> <li>• <b>Day 2 - Full Day Gathering</b> May 01, 2025 (7:00 am-4:00 pm)</li> <li>• <b>Day 3 - Gathering Closing</b> May 02, 2025 (7:00 am-1:00 pm)</li> </ul>	\$625.00	\$31.25
<ul style="list-style-type: none"> <li>• <b>Banquet Dinner</b> May 01, 2025 (6:00 pm-9:00 pm)</li> </ul>	No Charge	N/A

To support your learning prior to and after this learning opportunity, please visit the [CASS Resource Library](#). The resource library, designed for system leader's needs, provides