

expense | monthly tracking report

claimant | Weipert, Ken
position | Education Director
level | Director
reporting period | January 1 to February 29, 2025
date of report | Friday, April 4, 2025



Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Cell Phone	1/16/2025	Monthly service fee	\$50.09	other disclosed	telecom/cell phone
Cell Phone	2/16/2025	Monthly service fee	\$35.18	other disclosed	telecom/cell phone
Mileage	2/25/2025	Business Travel Lethbridge Polytechnic	\$204.00	travel	BUS mileage

Subscriber:KEN WEIPERT

Account Detail

Assignment Ken Weipert

Contract Detail **\$ 44.20**

Contract Name

Options Charges **\$ 3.50**

Calgary BoE Cimpl Bundle \$ 3.50

Voice Charges **\$ 0.00**

Charges for Additional Minutes \$ 0.00

Peak Minutes

Off Peak Minutes

Total Airtime Minutes

Data Charges **\$ 0.00**

Data Volume (MB) \$ 0.00

Browser Charge \$ 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

Data Charges \$ 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 **\$ 2.39****Total** **\$ 50.09**

Subscriber:KEN WEIPERT

Account Detail

Assignment Ken Weipert

Contract Detail \$ 30.00

Contract Name

Options Charges \$ 3.50

Calgary BoE Cimpl Bundle \$ 3.50

Voice Charges \$ 0.00

Charges for Additional Minutes \$ 0.00

Peak Minutes

Off Peak Minutes

Total Airtime Minutes

Data Charges \$ 0.00

Data Volume (MB) \$ 0.00

Browser Charge \$ 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

Data Charges \$ 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 \$ 1.68**Total \$ 35.18**



: Travel and Subsistence Expense Report



This request must be completed upon return for all travel conducted on behalf of CBE, regardless of source of funding.

Details

Notes (0)

Attachments (1)

Activity History

Who is the Request for?

Ken Weipert

Position

Education Director

Username

Travel Authorization Information

Have they completed a Travel Authorization Request?

Yes

Travel Authorization Information

Select the corresponding Travel Authorization Request

Fields below will populate with your Travel Authorization (Staff) request details.

If you select the incorrect ticket, please select a different corresponding ticket number.

Event Date - Start

February 2025

Event Date - End

February 2025



Departure Date

February 2025

Return Date

February 2025

Location(s) Travelled to

Lethbridge

Type of Event

Meetings

Traveller Information

Who would be approving this Travel and Subsistence Expense Report?

Michael Nelson

example: Principal, Supervisor, School Improvement Director (Languages PIF)

Position

Superintendent School Improve

Username

Traveller's Street Address

Reimbursement cheques, when applicable, will be mailed to the traveller's address.

Traveller's Postal Code



Description of Expenses

All travel costs must be entered in Canadian Dollars (CAD) and include taxes

Would you like to use the same Alias or Long Code for all Expenses submitted on this request, where applicable?

Not Applicable

Registration/Conference Fees

Airfare

Ground Transportation

☒

Taxi/Shuttle Bus/Car Rental Total

\$0

Personal Vehicle _____ km @ 55¢/km (submit on Kilometer Payment Log to Payroll)

400

[Kilometer Travel Log](#)

Amount Paid by CBE for Ground Transportation

\$204

Amount Paid by CBE by either Invoice or a P-Card

Amount Paid by Claimant for Ground Transportation

\$0

Out of Pocket Expenditures



Total Ground Transportation Paid

\$204



Parking



Amount Paid by CBE for Parking

\$0



Amount Paid by CBE by either Invoice or a P-Card



Amount Paid by Claimant for Parking

\$0

Out of Pocket Expenditures

Total Parking Paid

\$0

Accomodations at Single Rate

Meals

Do not include meals covered by conference or others. If you are using the per-diem, you are not required to submit your receipts for meals. For meals purchased on PCard, please attach all receipts.

Telecommunication Expenses

Other Expenses



Telecommunication Expenses

Other Expenses

Summary

Total Amount Paid by CBE

\$204

Amount Paid by CBE by either Invoice or a P-Card

Total Amount Paid by Claimant

\$0

Out of Pocket Expenditures

Did you receive funding from another source?

No

Total Expenses Paid

\$204

Total Amount Paid by CBE + Total Amount Paid by Claimant - (minus) Total Amount of funding from another source

I certify that the above claim is correct

☒

Attach receipts for all expenses reported above



Weipert, Ken - KM Trav...

970.5 KB



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](#)

[illegible]