## expense | monthly tracking report

claimant | Craig, Michael

position | Education Director

level | Director

reporting period | July 1 to August 31, 2025

date of report | Friday, September 26, 2025



Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
2025 CASS Dummer Learning	08/15/2025	Accommodations	\$683.37	travel	PD accommodation
2025 CASS Dummer Learning	08/15/2025	Mileage	\$354.20	travel	PD mileage

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## 10222 - 102 Street, Edmonton, Alberta T5J 4C5 Tel: 780-429-3900 Fax: 780-421-3259

Michael Craig
Canada

Room: Folio: Cashier:

121

Arrival: Departure:

08-13-25 08-15-25

Date	Description	Additional Information	Charges	Credits
08-13-25	Retail		287.00	
08-13-25	Rooms - GST		14.92	
08-13-25	Rooms - Tourism Levy	11.94		
08-13-25	Rooms - Destination Marketing Fee (DM	11.48		
08-13-25	Guest Parking - 102 St Lot		35.00	
08-13-25	Parking GST		1.75	
08-14-25	Retail		251.00	
08-14-25	Rooms - GST		13.05	
08-14-25	Rooms - Tourism Levy	10.44		
08-14-25	Rooms - Destination Marketing Fee (DM	10.04		
08-14-25	Guest Parking - 102 St Lot	35.00		
08-14-25	Parking GST		1.75	
08-15-25	Master Card	XXXXXXXXX	XX/XX	683.37

<b>GST Summary</b>	
Registration No:	878578491
Room	27.97
F&B	0.00
Other	47.40
Total	75.37

 Total
 683.37
 683.37

 Balance Due
 0.00 CDN

Guest Signature:



## 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

Section 1: Your Employee Information  To be completed by Employee							
Employee ID:	*	First Name:*		Last Nan	ne:*		
Section 2: Trip Details: To be completed by Employee							
	e, purpose, beginning	and ending locations	, and distance of eac	h trip on a sep	arate row.	Distance in	
<b>Date</b> DD-MM-YY	Purpose	e for Trip	Trip Starts Fr	rom	Trip Ends At	km	
The total week	The total weekly km must be entered into the timesheet in PeopleSoft.  Total Kilometres						
PeopleSoft Tin	ne Approver		·				
Combo Code entered into PeopleSoft							
Section 3: To be completed by Employee and Approver The approver must create a PDF copy of the completed Travel Log and send to: <a href="mailto:cbeincoming@wcdconnect.com">cbeincoming@wcdconnect.com</a>							
Employee Signature:*			Time Approve	r Name:*			
Employee Pho	ne:*		Time Approve	r Signature:*			
Date DD-MM-YY:	*	Time Approv	er		Date DD-MM-YY:*		
Daraanal information		barity of Albarta's Francisms	of Information and Dratactic	on of Drivoov Act (	OID) This information will		

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