

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



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

Michael Craig

Canada

Room: [REDACTED]  
 Folio: [REDACTED]  
 Cashier: 121  
 Arrival: 08-13-25  
 Departure: 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	XXXXXXXXXX [REDACTED] XX/XX		683.37
GST Summary			Total	683.37
Registration No: 878578491			Balance Due	0.00 CDN
Room 27.97				
F&B 0.00				
Other 47.40				
<b>Total 75.37</b>				

Guest Signature: \_\_\_\_\_

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part of or the full amount of these charges.



# 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]