expense | monthly tracking report

claimant | Nachtigal, Lisa

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
	(3333)				
CellPhone	07/31/2025	Monthly Service Charge	\$51.09	other disclosed	telecom/cell phone
CellPhone	08/31/2025	Monthly Service Charge	\$51.09	other disclosed	telecom/cell phone
CASS 2025 Summer Pre-	08/12/2025	CASS 2025 Summer Pre-conference	\$892.50	travel	PD course or registration fee
conference Edmonton, AB		Edmonton, AB - Course Registration			
CASS 2025 Summer Pre-	08/13/2025	CASS 2025 Summer Pre-conference	\$587.20	travel	PD accommodation
conference Edmonton, AB		Edmonton, AB - Accommodation			
CASS 2025 Summer Pre-	08/13/2025	CASS 2025 Summer Pre-conference	\$73.50	travel	PD general
conference Edmonton, AB		Edmonton, AB - Parking			
CASS 2025 Summer Pre-	08/13/2025	CASS 2025 Summer Pre-conference	\$337.70	travel	PD mileage
conference Edmonton, AB		Edmonton, AB - Mileage			
CASS 2025 Summer Pre-	08/13/2025	CASS 2025 Summer Pre-conference	\$60.00	travel	PD food/non alcoholic beverage
conference Edmonton, AB		Edmonton, AB - Meals			
CASS Online Course - CWCN	08/16/2025	CASS Online Course - CWCN - Course Fee	\$315.00	other disclosed	PD course or registration fee



Invoice Summary July 2025



Service ID: Subscriber:LISA NACHTIGAL

Account Detail		
Assignment Account No.	Lisa Nachtigal	
Contract Detail		\$ 44.20
Contract Name	5GB Pooled Voice & D	
Options Charges		\$ 4.45
Calgary BoE Cimpl Bundle @ \$3.50 Alberta Gov't 911 Fee @ \$0.95		\$ 3.50 \$ 0.95
Voice Charges		\$ 0.00
Charges for Additional Minutes Peak Minutes Off Peak Minutes Total Airtime Minutes	562:00 min 34:00 min 617:00 min	\$ 0.00
Data Charges		\$ 0.00
Data Volume (MB) Browser Charge	9262.4795 MB 0:00 min	\$ 0.00 \$ 0.00
Text Messages		\$ 0.00
Text Messages	46 msg	\$ 0.00
Long Distance Charges		\$ 0.00
Long Distance Charges	0:00 min	\$ 0.00
Roaming Charges		\$ 0.00
Voice Charges Data Charges	0:00 min 0.0000 MB	\$ 0.00 \$ 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		\$ 0.00
Taxes		\$ 2.44
Total		\$ 51.09



U Cimpl Invoice Summary August 2025



Service ID: Subscriber: LISA NACHTIGAL

Account Detail		
Assignment Account No.	Lisa Nachtigal	
Contract Detail		\$ 44.20
Contract Name	5GB Pooled Voice & D	
Options Charges		\$ 4.45
Calgary BoE Cimpl Bundle @ \$3.50 Alberta Gov't 911 Fee @ \$0.95		\$ 3.50 \$ 0.95
Voice Charges		\$ 0.00
Charges for Additional Minutes Peak Minutes Off Peak Minutes Total Airtime Minutes	295:00 min 96:00 min 414:00 min	\$ 0.00
Data Charges		\$ 0.00
Data Volume (MB) Browser Charge	21183.2588 MB 0:00 min	\$ 0.00 \$ 0.00
Text Messages		\$ 0.00
Text Messages	46 msg	\$ 0.00
Long Distance Charges		\$ 0.00
Long Distance Charges	88:00 min	\$ 0.00
Roaming Charges		\$ 0.00
Voice Charges Data Charges	0:00 min 0.0000 MB	\$ 0.00 \$ 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		\$ 0.00
Taxes		\$ 2.44
Total		\$ 51.09

From: Auto-Receipt <noreply@mail.authorize.net>

Date: June 12, 2025 at 2:07:29 PM MDT

To: "Nachtigal, Lisa M"

Subject: Transaction Receipt from College of Alberta School

Superintendents Society for \$892.50 (CAD)

Reply-To: Laurel Knowles knowles@cass.ab.ca

Order Information

Description:

2025 Summer Pre-conference

Invoice Number CASS-14128

Billing Information

Shipping Information

Total: \$892.50 (CAD)

Payment Information

Date/Time:

12-Jun-2025 13:07:21 PDT

Transaction ID:

81080535112

Payment Method:

MasterCard Purchase

Transaction Type:

028228

Auth Code:

College of Alberta School Superintendents Society Edmonton, AB T5J3S9

CA

laurel.knowles@cass.ab.ca

Page: 1 of 1



CASS - Alberta Superintendents Lisa Nachtigal 1221 - 8 Street SW Calgary AB T2R0L4 Canada

Room:

Folio:

1

Cashier:

109

Arrival: Departure: 08-11-25 08-13-25

Reference:

Group: CASS ASBOA Summer Conference Aug2025

Folio No.:

Date	Description	Additional Information	Charges	Credits
08-11-25	Room charge		259.00	
08-11-25	DMF		10.36	
08-11-25	Tourism Levy		10.77	
08-11-25	GST		13.47	
08-12-25	Room charge		259.00	
08-12-25	DMF		10.36	
08-12-25	Tourism Levy		10.77	
08-12-25	GST		13.47	
08-13-25	Master Card / Euro Card			587.20
007.0		Total	587.20	587.20

Total	26.94
Other	0.00
F&B	0.00
Room	26.94
Reg. No: 73961	5284 RT0002
GST Summary	

Total	587.20	587.20
Balance Due	0.00 CDN	

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.

Ice District Central Parkade - Lot 10

Location:

Terminal:P2 JW Marriot

Plate:

GST#:84244-6874 RT0001

Valid until:

TUE 12 AUG 2025 5:00 PM

Start Time: 8/11/2025 5:44 PM

Amount Paid: \$36.75 AUTH: 03109I TRN: 0013400280-H

PURCHASE
VISA
Amount: \$ 36.75
Card #: ***********
11/08/2025 5:44:36 PM
TID: ****1438
Trans.Ref.: 0013400280 H
Auth #: 031091
Visa Credit
AID: A0000000031010
TSI: 0000
01/027
APPROVED - THANK YOU
- TMPORTANT —
Retain this copy for your records
CARDHOLDER COPY

Ice strict Central Parkade - Lot 1080

Terminal:P2 JW Marriot

Plate:

GST#:84244-6874 RT0001

Valid until:

WED 13 AUG 2025 5:00 PM

Start Time: 8/12/2025 4:40 PM

Amount Paid: \$36.75

AUTH: 184050 TRN: 0013410250-H Card #: **********

Receipt#:16905

APPROVED - THANK YOU

- IMPORTANT
Retain this copy for your records
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CARDHOLDER COPY



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:	Employee ID:* First Name:*		Last Nan	Last Name:*		
Section 2: Tr	=					ted by Employee
	e, purpose, beginning	and ending locations	, and distance of eac	h trip on a sep	arate row.	Distance in
Date DD-MM-YY	Purpose	Purpose for Trip		Trip Starts From		km
The total weekly km must be entered into the timesheet in PeopleSoft. Total Kilometres						
PeopleSoft Time 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: cbeincoming@wcdconnect.com						
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	

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.

From: Auto-Receipt <noreply@mail.authorize.net>

Sent: Saturday, August 16, 2025 8:24 AM

To: Nachtigal, Lisa M

Subject: Transaction Receipt from College of Alberta School Superintendents Society for

\$315.00 (CAD)

Order Information

Description: Online Course - CWCN

Invoice CASS-14439

Number

Billing Information

Shipping Information

Total: \$315.00 (CAD)

Payment Information

Date/Time: 16-Aug-2025 7:23:33 PDT

Transaction ID: 81168177228
Payment Method: MasterCard xxxx

Transaction Type: Purchase Auth Code: 000970

Merchant Contact Information

College of Alberta School Superintendents Society Edmonton, AB T5J3S9

CA

laurel.knowles@cass.ab.ca