expense | monthly tracking report

claimant | Fletcher, Aubrey

position | Education Director

level | Director

reporting period | March 1 to April 30, 2025

date of report | Friday, May 30, 2025



Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Use of personal vehicle to	3/20/2025	CASS Spring Conference	\$168.00	Travel	BUS mileage
Edmonton, AB - Mar 20			1		
Per Diem	3/20/2025	Meal	\$40.00	Travel	PD food/non-alcoholic beverage



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 <u>Substitute Teacher/Casual Employee Travel Log</u>

Section 1: Yo	our Employee Info	ormation					To be completed	d by Employee				
Employee ID:* First Name:*		Aubre	rey Last Na		ne:*	Fletcher						
Section 2: Trip Details: To be completed by Employee												
Record the date	e, purpose, beginnin	g and ending locati	ons, and	d distance of each tr	ip on a sep	arate r	ow.					
Date DD-MM-YY	Purpos	Purpose for Trip			Trip Starts From		ip Ends At	Distance in km				
20-Mar-2025	CASS Sprin	CASS Spring Conference		Area 1		Fantasyland Hotel		306				
			_									
			_									
			_					-				
			-					7				
						2011						
			_									
						201.00		-				
								000				
The total weekly km must be entered into the timesheet in PeopleSoft. To PeopleSoft Time Approver							ometres	306				
	ntered into People	e _{off}										
	intered into Feople	3011			To be see		al b					
Section 3: The approver m	ust create a PDF co	py of the complete	d Travel	Log and send to: cl			ed by Employee odconnect.com	and Approver				
Employee Signature:*				Time Approver Name:*		Mich	nael W Nelson	0				
Employee Phone:* (403) 777-8710			Time Approver Signature:*		1	chal W.	Nel_					
Date DD-MM-YY:	* 21-Mar-2025	Time App Phone:*	rover			Date	DD-MM-YY:*	28-03-25				
management of pers	n is collected under the au sonnel and for the delivery ovisions of FOIP. If you ha or the use of the information	of various Human Resove any questions about	urces prog	rams at the Calgary Boar Act, please access http://w	d of Education	ı. It will b	e treated in accordant	ce with the				