

expense | monthly tracking report

claimant | Pritchard, Lori
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
Conference registration	03/18/2025	2025 Alberta Conference Registration	\$296.52	other disclosed	PD general
Mileage for Conference	03/18/2025	2025 Alberta Conference Travel	\$120.45	other disclosed	PD mileage
Planning meeting	04/02/2025	Ceremony Planning with Meal for Elder	\$26.19	other disclosed	BUS food/non alcoholic beverage

From: a4le@a4le.org
To: [REDACTED]
Subject: [EXTERNAL] A4LE Confirmation / Invoice
Date: March 18, 2025 5:19:54 PM

ATTENTION: This message came from outside of the CBE and could be Spam or Phishing.

Do not click links or open attachments unless you recognize the sender and you are certain that the content is safe. [\[Learn More\]](#)

Forward suspicious messages to phishing@cbe.ab.ca.



A4LE Invoice/Receipt

Lori Pritchard
Calgary Board of Education
1221 8 St SW
Calgary, AB T2R 0L4 Canada
Reference/Invoice #: 52869

Dear Lori,

Thank you for your order! Your order helps support our association and we appreciate your business.

The Association for Learning Environments is unique! Our principal purpose is improving the places where children learn. A4LE embraces more disciplines and professions than ever before— providing leadership for the development, promotion, and improvement of our industry.

This notification serves as your invoice and/or receipt.

Please forward to your accounting department for payment or receipt processing.

INSTRUCTIONS TO MAKE PAYMENT ONLINE:

1. Log in to your account ([click here](#))
2. Click on Hi, [NAME] at the top right of the website to access your profile
3. The open invoice shows on your profile, click the box on the left to select, add to cart and proceed to payment page

If you need assistance, please call us at 480-391-0840, Ext. 1 or email membercare@a4le.org.

You may review your order at any time on our website: www.a4le.org

Please retain this email for your records. *When sending payment via mail, please reference the above reference/invoice # on correspondence.*

All charges are in USD

Order Number: 68429
Order Date: Mar 18, 2025 7:15 PM
Bill To: Lori Pritchard
Order Total: 249.60
Payment Method: MasterCard [REDACTED]
Name on Card: Lori Pritchard

Item	Price	Quantity	Total
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2025 Alberta Chapter Conference Registration - Lori Pritchard 249.60 1 249.60
When: Apr 2, 2025 - Apr 4, 2025
Where: Coast Hotel Canmore
511 Bow Valley Trail
Canmore, AB, T1W 1N7

Registration option: Apr 2, 2025 - Full Conference Registration

Item Total	249.60
Item Grand Total	249.60
Transaction Grand Total	249.60
Payment Amount	249.60
Balance due	0.00

To make payment by mail please send to:

Association for Learning Environments
c/o [event name]
11445 E. Via Linda, Suite 2-440
Scottsdale, AZ 85259

To make payment by phone: 480.391.0840 Extension 1

Thank you again for your support!

Payments may be deductible as an ordinary and necessary business expense subject to restrictions based on individual circumstances. Federal ID# 38-1774261

Connect with us:



This email was sent to lapritchard@cbe.ab.ca

Association for Learning Environments
11445 E. Via Linda Suite 2-440
Scottsdale, AZ 85259 USA
(P) +1 480-391-0840
www.a4le.org

From: [Pritchard, Lori A](#)
To: [REDACTED]
Subject: REFUND A4LE Registration Confirmation: 2025 Alberta Chapter Conference Registration
Date: April 1, 2025 9:28:01 AM
Attachments: [image020839.png](#)
[image294311.png](#)
[image202379.png](#)
[image643540.png](#)

From: [REDACTED]
Sent: Monday, March 24, 2025 9:33 PM
To: Pritchard, Lori A
Subject: Re: [EXTERNAL] A4LE Registration Confirmation: 2025 Alberta Chapter Conference Registration

Hi Lori,

Thank you for reaching out. I will have a refund issued for \$49.92 back to you.

Please let me know if you have any questions.

Thank you,

[REDACTED]
Regional Director, PNW Region
Association for Learning Environments
11445 E Via Linda, Suite 2-440
Scottsdale, AZ 85259
Direct: 602-359-4785
rain@a4le.org | www.A4LE.org



From: "Pritchard, Lori A" [REDACTED]
Date: Tuesday, March 18, 2025 at 4:49 PM
To: [REDACTED]
Subject: Fw: [EXTERNAL] A4LE Registration Confirmation: 2025 Alberta Chapter Conference Registration

Hi there, [REDACTED]. I finalized my registration today with the discount code, but I was still charged the full amount. Help?

Thanks.

LP

Lori Pritchard
Education Director, Central Area B & Indigenous Education
School Improvement
Calgary Board of Education | cbe.ab.ca
t | [REDACTED]

I acknowledge the traditional territories and oral practices of the Treaty 7 Nations, including the Siksikaitsitapi, comprised of the Siksika, the Kainai, the Piikani, and the Amskapi Piikani Nations. I acknowledge the Tsuut'ina Nation, the Îyârhe Nakoda, comprised of the Chiniki, Bearspaw, and Goodstoney Nations, the Métis Nation within Alberta, and all people who make their homes in the Treaty 7 region of southern Alberta. As a Treaty person and educational leader, I am committed to holding space for Indigenous ways of being, belonging, doing and knowing in service to the well-being and achievement of Indigenous students.

The contents of this email & any attachment(s) are confidential & intended for the named recipient only. If you have received this email in error, please notify the sender immediately, delete this email & do not copy, use or disclose it.

From: a4le@a4le.org <a4le@a4le.org>

Sent: March 18, 2025 5:18 PM

To: Pritchard, Lori A [REDACTED]

Subject: [EXTERNAL] A4LE Registration Confirmation: 2025 Alberta Chapter Conference Registration

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Registration Invoice / Receipt

Lori Pritchard
Calgary Board of Education
1221 8 St SW
Calgary AB T2R 0L4
[REDACTED]

Reference #: 52869

Thank you for registering for 2025 Alberta Chapter Conference Registration.

This notification serves as your invoice and receipt of your registration.

You may review your order at any time on our website: www.a4le.org, by signing into your account at the top right of the screen, then clicking on your name to access your profile.

You are registered for the following event:

2025 Alberta Chapter Conference Registration
Wednesday, April 2, 2025 to 4/4/2025
Coast Hotel Canmore Canmore, AB

You are registered for the following items for this event:

Full Conference Registration

Total charges: \$249.60 (USD)
Total payments: \$249.60 (USD)
Balance due: \$0.00 (USD)

Thank you!

To make payment by mail please send to:

Association for Learning Environments
11445 E. Via Linda, Suite 2-440
Scottsdale, AZ 85259 United States

Payments may be deductible as an ordinary and necessary business expense subject to restrictions based on individual circumstances. Federal ID# 38-1774261

Connect with us:    

This email was sent to lapritchard@cbe.ab.ca

Association for Learning Environments
11445 E. Via Linda Suite 2-440
Scottsdale, AZ 85259 USA
(P): +1 480-391-0840
www.a4le.org



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]

----- TRANSACTION RECORD -----
IHOP
100 ANDERSON RD SE 282
CALGARY AB

Purchase

Apr 02, 2025 10:12:40
MASTERCARD *****

Entry: Tap EMV (H)
Ref#: 262-0SU3MD440UDSA30
Auth#: 082161 Response: 01 027
Order: MGO1743610358858
Username: Lau

Amount \$ 23.81
Tip \$ 2.38
Total \$ 26.19

Λ0000000041010 Mastercard
TVR 0000008001

Approved

FF/DT 00

Important: Retain this copy for your
record



IHOP #4025

Gst# 801499104, 282-100 Anderson
Road SE, Calgary, AB, CA, T2J3V1

Guest 02

Wed Apr 2, 2025 09:57 AM MDT

Eat In 4

0024274 LILIAN L Check #184831009

Smokehouse Combo 18.69

Scrambled x2

N/C Original Buttermilk 2

Hash Browns

Coffee 3.99

Base 22.68

Fees 0.00

Taxes 1.13

Subtotal 23.81

Suggested Gratuities

15.00 % Tip = \$3.57

18.00 % Tip = \$4.29

20.00 % Tip = \$4.76

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3 days & tell us about your experience

Get 10% off your next visit for taking our
survey

440251848310092
