

expense | monthly tracking report

claimant | Radu, Chris  
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
Mental Health Summit	April 11, 2025	mileage Calgary to Banff and return	\$129.54	travel	PD mileage



# 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]