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 Details and/or Ration (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

Section 1: Your Employee Information To be completed by Employee												
Employee ID:	*	First Name:*		Last Nan	ne:*							
Section 2: Trip Details: To be completed by Employee												
Record the date, purpose, beginning and ending locations, and distance of each trip on a separate row. Date Distance in												
Date DD-MM-YY Purpose for		e for Trip	Trip Starts Fr	rom	Trip Ends At	km						
The total weekly km must be entered into the timesheet in PeopleSoft. Total Kilometres												
PeopleSoft Tin	ne Approver		·									
Combo Code e	entered into PeopleS	Soft										
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							

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