

# expense | monthly tracking report

claimant | Parsons, Dennis

position | Superintendent, Learning Services

level | Superintendent

reporting period | November 1 to December 31, 2013

date of report | February-14-14



**Calgary Board  
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
College of Alberta School Superintendents (CASS) Fall Conference, Calgary, AB	11/01/2013	Registration for Nov 7-8, 2013 CASS Conference	\$396.27	other disclosed	PD course or registration fee
Cell Phone	11/17/2013	Monthly Service Plan	\$57.52	other disclosed	telecom/cell phone
Alberta School Boards Association (ASBA) Fall Annual General Meeting (AGM), Edmonton, AB	11/20/2013	Accommodations	\$492.52	travel	BUS accommodation
Alberta School Boards Association (ASBA) Fall Annual General Meeting (AGM), Edmonton, AB	11/26/2013	Use of Personal Vehicle to Edmonton, AB - Nov 17-19, 2013	\$312.00	travel	BUS mileage
Alberta School Boards Association (ASBA) Fall Annual General Meeting (AGM), Edmonton, AB	11/26/2013	Meals	\$43.00	travel	PD food/non alcoholic beverage
Alberta School Boards Association (ASBA) Fall Annual General Meeting (AGM), Edmonton, AB	12/20/2013	AGM Registration fee - Nov 17-19, 2013	\$682.50	travel	PD course or registration fee
Elder Advisory Council Meeting	09/30/2013	Honorarium for 1 Elder for Nov 28, 2013 Meeting	\$100.00	hospitality	gifts & cultural exchange
Elder Advisory Council Meeting	11/08/2013	Honorarium for 2 Elders for Nov 28, 2013 Meeting	\$200.00	hospitality	gifts & cultural exchange
Elder Advisory Council Meeting	11/28/2013	Snacks for Elder Advisory Council	\$34.13	hospitality	BUS food/non alcoholic beverage
Elder Advisory Council Meeting	11/28/2013	Lunch for Elder Advisory Council	\$99.49	hospitality	BUS food/non alcoholic beverage
Cell Phone	12/17/2013	Monthly Service Plan	\$60.37	other disclosed	telecom/cell phone

**Northey, Norma E**

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**From:** SAPDC Registration <register@sapdc.ab.ca>  
**Sent:** November-01-13 12:37 PM  
**To:** Parsons, Dennis G  
**Subject:** Transaction Receipt

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To: Dennis Parsons  
Subject: Electronic Receipt from CASS  
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Thank you for your successful transaction. Our Payment Gateway has returned the status of this transaction as :  
TRANSACTION APPROVED.

If you have any queries with this transaction, please contact the merchant at

A copy of your receipt is attached below. Please retain this to assist us if you have any queries.

November 1, 2013 - 12:36:38 PM  
3-TIER E-COMMERCE

AUTHORIZATION NUMBER: 1383273331\_CASS2011  
TOTAL: 396.27

MERCHANT NAME: SAPDC

PLEASE RETAIN AS RECORD OF PURCHASE

Bill Date: November 17, 2013  
Dennis Parsons

Next Bill Date: December 17, 2013

*Learning Support*

**CURRENT CHARGES**

**Monthly charges billed to Dec 16, 2013**

Corporate Share plan 30-10 36M	\$30.00	
less 33.33% Promotional Discount	-10.00	20.00
Includes: 3 Way Calling		
250 Anytime minutes		0.00
Email& Internet BlackBerry 1GB	\$45.00	
less 33.33% Promotional Discount	-15.00	30.00
Bell to Bell Calling 10 - Mob	\$10.00	
less 100.00% Promotional Discount	-10.00	0.00
Business Anytime Unlmt. Nights & Wknds	\$10.00	
less 100.00% Promotional Discount	-10.00	0.00
Sharing Feature	\$5.00	
less 70.00% Promotional Discount	-3.50	1.50
Travel text saver	\$10.00	
less 100.00% Promotional Discount	-10.00	0.00
Message Centre & Call Display Bundle	\$12.00	
less 100.00% Promotional Discount	-12.00	0.00
6pm to 8pm Calling	\$7.00	
less 100.00% Promotional Discount	-7.00	0.00
Text Messaging 250 - Share	\$5.00	
less 100.00% Promotional Discount	-5.00	0.00
\$1/MB US Data	\$10.00	
less 100.00% Promotional Discount	-10.00	0.00
US Roaming \$0.25/min		0.00

**Usage and long distance**

250 Anytime minutes Local Calling		
@\$.00/minute	95:52 min:sec	0.00
Email& Internet BlackBerry 1GB Data Usage		
@\$.00/MB	11.1718 MB	0.00
Business Anytime Unlmt. Nights & Wknds Unlimited Usage		
@\$.00/minute	55:40 min:sec	0.00
6pm to 8pm Calling Unlimited Usage		
@\$.00/minute	13:30 min:sec	0.00
Bell to Bell Calling 10 - Mob Bell Mobility to Bell Mobility		
@\$.00/minute	104:00 min:sec	0.00

FOR YOUR INFORMATION...	
<b>Discount Summary</b>	
Total discounts	\$92.50
<b>Total this month</b>	<b>\$92.50</b>
<b>Usage Summary</b>	
	<i>min:sec</i>
Weekday	168:22
Weekend	70:39
Weeknight	30:01
<b>Total time used</b>	<b>269:02</b>
<b>Event Summary</b>	
Total Events	133
Total this month	\$0.00
<b>Packet Plan Usage Summary</b>	
Total megabytes	12.1590
Total this month	\$0.00

Bill Date: November 17, 2013

Next Bill Date: December 17, 2013

Dennis Parsons

**CURRENT CHARGES**

Service zone		
@\$.00/MB	0.9872 MB	0.00
Converse MMSC	14 events	0.00
Text Messaging 250 - Share Incl. Messages		
	38 events	0.00
Text Messaging 250 - Share Unlimited Incoming Messages		
	81 events	0.00
Long distance		3.29
<b>Taxes</b>		
GST		2.73
<b>Total current charges</b>		<b>\$57.52</b>



# Travel & Subsistence Expense Report

**Must** be completed upon return from every business trip for reporting purposes and any out of pocket expenditures.  
Return completed form to Service Delivery, Education Centre

Details of Trip | Please Print Date: November 26, 2013  
 Employee's Name Dennis Parsons Vendor #: \_\_\_\_\_  
 School / Department to mail cheque to Learning Services  
 Purpose of Trip / Name of Conference ASBA Fall AGM  
 Departure and Return Dates Nov 17/2013 Nov 19/2013 Destination: Edmonton

Description of Expenses (Please attach receipts)	Total Cost (Canadian Dollars)	Exchange Rate (for information purposes)	Amount Paid by CBE Invoice/P-Card/ Amex/ Payroll for Mileage (including GST)	Amount Paid by Claimant For Out of Pocket Expenditures (including GST)	Alias to be charged for Claimant's Expenses
Registration/Conference Fees	682.50				
<b>Travel Costs</b>					
▪ Airfare (including trip cancellation insurance)					
▪ Rail/Bus					
▪ Taxi/Shuttle Bus/Car Rental in Calgary					
▪ Taxi/Shuttle Bus/Car Rental at Destination					
▪ Personal Vehicle <u>624</u> km @ 50¢/km (submit on Km Payment Form to Payroll)	312.00				Send original to Payroll for payment
<b>Accommodations at Single Rate (Avg)</b>					
\$ <u>246.26</u> @ <u>2</u> Nights	492.52				
<b>Meals</b> (including tips) (excluding meals covered by Conference or Others)					
▪ Breakfast _____ @ \$12.00					
▪ Lunch <u>1</u> @ \$17.00	17.00				
▪ Dinner <u>1</u> @ \$26.00	26.00				
▪ Or Actual Expense					
Telecommunication Charges (Internet, phone calls)					
Parking - in Calgary					
Parking - at Destination					
Other - Provide Details					
<b>TOTAL COST OF TRIP</b>					
CASH ADVANCE IF ANY-Ref # _____					
<b>AMOUNT DUE TO (OWING BY) CLAIMANT</b>					
GST Breakout Area					

I certify that the above claim is correct:

Original signed by D Parsons  
Claimant's Signature

Original signed by N Johnson  
Approved by Superordinate  
JAN 07 2013

**NOTE** | Copies of amounts paid through the P-Card, Amex Card, Invoices and Mileage Claim Forms must also be attached to this claim, in addition to items claimed for all Out of Pocket Expenses.



Mr Dennis Parsons  
 1221 - 8 Street SW  
 Calgary AB T2R0L4  
 Canada

Room Number : 1112  
 Arrival Date : 11-17-13  
 Departure Date : 11-20-13  
 Page : 1 of 1  
 Folio Number :  
 Confirmation : 17799330  
 Cashier :

**INFORMATION INVOICE**

*Video Checkout*

GST No: 121767065 RT 0001 11-19-13

Date	Description	Charges	Credits
11-17-13	Room Charge	214.00	
11-17-13	Room Alberta Tourism Levy	6.76	
11-17-13	Room D.M.F.	5.07	
11-17-13	Room GST	8.44	
11-17-13	Room D.M.F. GST	0.25	
11-18-13	Room Charge	234.00	
11-18-13	Room Alberta Tourism Levy	7.56	
11-18-13	Room D.M.F.	5.67	
11-18-13	Room GST	9.44	
11-18-13	Room D.M.F. GST	0.28	
11-19-13	Telephone Long Distance <i>Line</i>	1.05	
			492.52
<b>Total</b>		<b>492.52</b>	<b>492.52</b>
<b>Balance</b>		<b>0.00</b>	<b>CAD</b>

Room GST	17.88
F&B GST	0.00
Misc GST	0.58
<b>Total</b>	<b>18.46</b>

I agree that I am personally liable for the final disposition and payment of any services rendered or goods supplied by The Sutton Place Hotel and further authorize the use of my credit card to facilitate full payment. I accept responsibility in the event the indicated third-party, company or association fails to render full payment of this account, and also for any loss or damage to the premises or its contents.

**Guest Signature:**

A MEMBER OF THE SUTTON PLACE HOTELS GROUP - CHICAGO, EDMONTON, TORONTO, VANCOUVER

10235-101 Street, Edmonton, AB Canada T5J 3E9 Tel 780.428.7111 \* Fax 780.441.3098 \* 1.866.3.SUTTON (1.866.378.8866)  
 email: info\_edmonton@suttonplace.com website: www.edmonton.suttonplace.com



# INVOICE

NUMBER 0000032893

DATE December 20, 2013



1200, 9925 - 109 Street Edmonton, Alberta T5K 2J8  
Phone: 1.780.482.7311 Fax: 1.780.482.5659  
www.asba.ab.ca Email: hrogers@asba.ab.ca Business #: 10669 4268

**BILL TO:**

Calgary School District No. 19  
1221 - 8 St SW  
Calgary AB T2R 0L4

(403) 817-4000 Ext.

Customer Number	P.O. NUMBER	TERMS	
CAL02		Due on Receipt	
DESCRIPTION	REQ.	UNIT PRICE	EXTENDED PRICE
Fall General Meeting 2013  Attendee(s): B.Grundy, D.Parsons <i>\$682.50</i>	2	650.00	1,300.00
$1365.00 \div 2 = 682.50$			
NET AMOUNT			1,300.00
FREIGHT G.S.T.			65.00
TOTAL DUE			\$1,365.00







Calgary Board of Education

# Disbursement Voucher

Vendor Number

--	--	--	--	--	--	--	--

Today's Date

Day 08	Month 11	Year 2013
Due Date		
Day 18	Month 11	Year 2013

Pay to: **Elder #2**

Address:

\*Refer to reverse for usage guidelines

Invoice

E	M	A	I	L		A	T	T	A	C	H	E	D
---	---	---	---	---	--	---	---	---	---	---	---	---	---

Description

H	O	N	O	R	A	R	I	U	M	-	E	L	D	E	R	
A	D	V	I	S	O	R	Y			C	O	U	N	C	I	L

Type	Object	Block	Responsibility	Function	Location	Program	Project	User Defined	Future	Alloc	Amount (excl. GST)	
											10000	
											Subtotal	10000
											GST Paid or Payable	
											Total Payment	10000

Prepared by / Department

Approved *Original signed by N Lowe*

Calgary Board of Education  
Learning Services, Education Centre  
6th floor, 1221 - 8 Street SW  
Calgary, Alberta T2R 0L4

Subtotal	10000
GST Paid or Payable	
Total Payment	10000



Calgary Board of Education

Vendor Number

# Disbursement Voucher

Pay to: *Elder #3*

Address: \_\_\_\_\_

\*Refer to reverse for usage guidelines

Today's Date		
Day 08	Month 11	Year 2013
Due Date		
Day 18	Month 11	Year 2013

Invoice

E	M	A	I	L	A	T	T	A	C	H	E	D						

Description

H	O	N	O	R	A	R	I	U	M	-	E	L	D	E	R				
A	D	V	I	S	O	R	Y	C	O	U	N	C	I	L					

Type	Object	Block	Responsibility	Function	Location	Program	Project	User Defined	Future	Alias	Amount (excl. GST)
											10000

Subtotal 10000

GST Paid or Payable

Total Payment 10000

Prepared by / Department

*Original signed by N Lowe*  
Approved

Calgary Board of Education  
Learning Services, Education Centre  
6th floor, 1221 - 8 Street SW  
Calgary, Alberta T2R 0L4

# SANDWICHES' N MORE LUNCH & CATERING CO. LTD.

61 Royal Oak Cove N.W. Calgary, AB T3G 4X7  
403-301-5220  
sandwiches@shaw.ca

Date	Invoice #
11/28/2013	41096

Bill To:  
CALGARY BOARD OF EDUCATION

Delivered to:  
KINGSLAND  
7430 - 5 STREET SW  
ATTN. BONNIE  
777-7373 X 2222

Quantity	Description	Unit Cost	Cost
10	MUFFINS, LOAF, BANANA BREAD, SCONES with butter **NOTHING STICKY**	1.75	17.50
	SMALL PLATES & NAPKINS, KNIVES	0.00	0.00
	DELIVERY CHARGE	15.00	15.00
	PAID BY MASTERCARD - THANKS BONNIE HOEGH	0.00	0.00
	GST On Sales	5.00%	1.63

*B Hoegh*  
*Nov. 28/13*

DO NOT WRITE ABOVE THIS LINE - NE RIEN ÉCRIRE AU-DESSUS DE CETTE LIGNE

**Sandwiches' N More**

SALES DRAFT - FACTURE

*CBE*  
*Bonnie Hoegh*

*biophone*

DATE OF TRANSACTION: 11/28/13

AUTHORIZATION NUMBER / NO D'AUTORISATION: 5450207

AMOUNT-MONTANT: \$4109.67

AMOUNT-MONTANT: \$4109.97

133.62

PLEASE RETAIN THIS COPY AS RECORD OF YOUR TRANSACTION / CONSERVEZ CETTE COPIE COMME PREUVES DE VOTRE TRANSACTION

CUSTOMER COPY / COPIE DU CLIENT

VISA  
MasterCard  
DISCOVER

TOTAL \$ CDN CAN

Subtotal	\$32.50
5% GST	\$1.63
<b>Total</b>	<b>\$34.13</b>

# SANDWICHES' N MORE LUNCH & CATERING CO. LTD.

61 Royal Oak Cove N.W. Calgary, AB T3G 4X7  
403-301-5220  
sandwiches@shaw.ca

Date	Invoice #
11/28/2013	41097

Bill To:
CALGARY BOARD OF EDUCATION

Delivered to:
KINGSLAND 7430 - 5 STREET SW ATTN. BONNIE 777-7373 X 2222

Quantity	Description	Unit Cost	Cost
15	✓ VEGETABLE BEEF BARLEY SOUP - with crackers	3.75	56.25
10	✓ DINNER ROLLS WITH BUTTER	1.25	12.50
	✓ PLATES & NAPKINS, BOWLS, 10 KNIVES, 15 SPOONS, LADLE	0.00	0.00
	DELIVERY & PICK-UP OF CROCKPOTS, ETC.	26.00	26.00
	PAID BY MASTERCARD - THANKS BONNIE HOEGH	0.00	0.00
	GST On Sales	5.00%	4.74
<p><i>B Hoegh</i> <i>Nov. 28/13</i></p>			

Payment is due within 30 days of the invoice date.

<b>Subtotal</b>	\$94.75
<b>5% GST</b>	\$4.74
<b>Total</b>	\$99.49

Delivery	Label	People	P.O. #
10:30-45	KINGSLAND	15	



Bill Date: December 17, 2013  
 Dennis Parsons

Next Bill Date: January 17, 2014

Learning Support

*6th floor*

**CURRENT CHARGES**

**Monthly charges billed to Jan 16, 2014**

Corporate Share plan 30-10 36M	\$30.00	
less 33.33% Promotional Discount	-10.00	20.00
Includes: 3 Way Calling		
Call Forwarding		
Call Waiting		
250 Anytime minutes		0.00
Email& Internet BlackBerry 1GB	\$45.00	
less 33.33% Promotional Discount	-15.00	30.00
Bell to Bell Calling 10 - Mob	\$10.00	
less 100.00% Promotional Discount	-10.00	0.00
Business Anytime Unlmt. Nights & Wknds	\$10.00	
less 100.00% Promotional Discount	-10.00	0.00
Sharing Feature	\$5.00	
less 70.00% Promotional Discount	-3.50	1.50
Travel text saver	\$10.00	
less 100.00% Promotional Discount	-10.00	0.00
Message Centre & Call Display Bundle	\$12.00	
less 100.00% Promotional Discount	-12.00	0.00
6pm to 8pm Calling	\$7.00	
less 100.00% Promotional Discount	-7.00	0.00
Text Messaging 250 - Share	\$5.00	
less 100.00% Promotional Discount	-5.00	0.00
\$1/MB US Data	\$10.00	
less 100.00% Promotional Discount	-10.00	0.00
US Roaming \$0.25/min		0.00

**Usage and long distance**

250 Anytime minutes Local Calling		
@\$.00/minute	94:10 min:sec	0.00
Email& Internet BlackBerry 1GB Data Usage		
@\$.00/MB	31.8515 MB	0.00
Business Anytime Unlmt. Nights & Wknds Unlimited Usage		
@\$.00/minute	0:46 min:sec	0.00
6pm to 8pm Calling Unlimited Usage		

FOR YOUR INFORMATION...	
<b>Discount Summary</b>	
Total discounts	\$92.50
<b>Total this month</b>	<b>\$92.50</b>
<b>Usage Summary</b>	
	<i>min:sec</i>
Weekday	276:43
Weekend	25:46
Weeknight	52:00
<b>Total time used</b>	<b>354:29</b>
<b>Event Summary</b>	
Total Events	223
Total this month	\$0.00
<b>Packet Plan Usage Summary</b>	
Total megabytes	33.9213
Total this month	\$0.00

1

Bill Date: December 17, 2013  
Dennis Parsons

Next Bill Date: January 17, 2014

Learning Support

**CURRENT CHARGES** *for*

@\$.00/minute	2:33 min:sec	0.00
Bell to Bell Calling 10 - Mob Bell Mobility to Bell Mobility		
@\$.00/minute	257:00 min:sec	0.00
Service zone		
@\$.00/MB	2.0698 MB	0.00
Text message	2 events	0.00
Converse MMSC	16 events	0.00
Text Messaging 250 - Share Incl. Messages		
	86 events	0.00
Text Messaging 250 - Share Unlimited Incoming Messages		
	119 events	0.00
Long distance		6.02
<b>Taxes</b>		
GST		2.85

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**Total current charges** **\$60.37**