

## expense | monthly tracking report

claimant | Roulson, Dianne

position | Director, Learning Services

level | Director

reporting period | September 1 to October 31, 2013

date of report | December-13-13



**Calgary Board  
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Cell Phone	09/17/2013	Monthly Service Plan	\$55.17	other disclosed	telecom/cell phone
Cell Phone	10/17/2013	Monthly Service Plan	\$56.11	other disclosed	telecom/cell phone
Metro Regional Redesign Network-High School Redesign, Red Deer, AB	10/28/2013	Use of Personal Vehicle to Red Deer, AB - Oct 28, 2013	\$158.00	travel	BUS mileage

**Bill Date: September 17, 2013**  
**DIANNE ROULSON**

**Next Bill Date: October 17, 2013**

**Learning Services**

**CURRENT CHARGES**

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

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 Unlmted. 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	111:31 min:sec	0.00
Email& Internet BlackBerry 1GB Data Usage		
@\$.00/MB	32.6769 MB	0.00
Business Anytime Unlmted. Nights & Wknds Unlimited Usage		
@\$.00/minute	7:57 min:sec	0.00
6pm to 8pm Calling Unlimited Usage		

<b>FOR YOUR INFORMATION...</b>	
<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	126:49
Weekend	7:57
<b>Total time used</b>	<b>134:46</b>
<b>Event Summary</b>	
Total Events	321
Total this month	\$0.00
<b>Packet Plan Usage Summary</b>	
Total megabytes	32.9457
Total this month	\$0.00

Bill Date: September 17, 2013  
 DIANNE ROULSON

Next Bill Date: October 17, 2013

Learning Services

**CURRENT CHARGES**

*(continued)*

@\$.00/minute	8:18 min:sec	0.00
Bell to Bell Calling 10 - Mob Bell Mobility to Bell Mobility		
@\$.00/minute	7:00 min:sec	0.00
Service zone		
@\$.00/MB	0.2688 MB	0.00
Text message	4 events	0.00
Comverse MMSC	8 events	0.00
Travel text saver Unlimited Incoming Messages		
	144 events	0.00
Text Messaging 250 - Share Incl. Messages		
	165 events	0.00
Long distance		
		1.05
<b>Taxes</b>		
GST		2.62
<b>Total current charges</b>		<b>\$55.17</b>

**Bill Date: October 17, 2013**

**Next Bill Date: November 17, 2013**

**DIANNE ROULSON**

**Learning Services**

**CURRENT CHARGES**

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

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 Unlmted. 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	146:02 min:sec	0.00
Email& Internet BlackBerry 1GB Data Usage		
@\$.00/MB	18.6897 MB	0.00
Business Anytime Unlmted. Nights & Wknds Unlimited Usage		
@\$.00/minute	5:00 min:sec	0.00
6pm to 8pm Calling Unlimited Usage		

<b>FOR YOUR INFORMATION...</b>	
<b>Discount Summary</b>	
Total discounts	\$92.50
<b>Total this month</b>	<b>\$92.50</b>
<b>Usage Summary min:sec</b>	
Weekday	165:29
Weekend	3:38
Weeknight	1:22
<b>Total time used</b>	<b>170:29</b>
<b>Event Summary</b>	
Total Events	454
Total this month	\$1.50
<b>Packet Plan Usage Summary</b>	
Total megabytes	19.9604
Total this month	\$0.00

Bill Date: October 17, 2013  
 DIANNE ROULSON

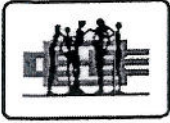
Next Bill Date: November 17, 2013

Learning Services

**CURRENT CHARGES**

*(continued)*

@\$.00/minute	9:27 min:sec	0.00
Bell to Bell Calling 10 - Mob Bell Mobility to Bell Mobility		
@\$.00/minute	10:00 min:sec	0.00
Service zone		
@\$.00/MB	1.2707 MB	0.00
Text message	2 events	0.00
Converse MMSC	2 events	0.00
Short Code programs	9 events	0.00
Picture/Video messaging	3 events	1.50
Travel text saver Unlimited Incoming Messages		
	220 events	0.00
Text Messaging 250 - Share Incl. Messages		
	218 events	0.00
Long distance		
		0.42
<b>Taxes</b>		
GST		2.69
<b>Total current charges</b>		<b>\$56.11</b>



Calgary Board of Education

**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 Treasury and Revenue Accounting

**A. Details of Trip (Please Print)**

Date: November 8, 2013

Employee's Name Dianne Roulson

Vendor #: \_\_\_\_\_

School / Department to mail cheque to \_\_\_\_\_

Purpose of Trip / Name of Conference Metro Regional Redesign Network-High School Redesign

Departure and Return Dates October 28, 2013 Destination: October 28, 2013

B. Description of Expenses (Please attach receipts)	Total Cost (Indicate currency if not Cdn)	Exchange Rate Adjusted Amount (If applicable)	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
<b>Registration/Conference Fees</b>					
<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>317</u> km @ 50¢/km (submit on Km Payment Form to Payroll)	\$158.00			\$158.00	Send original to Payroll for payment
<b>Accommodations at Single Rate</b>					
\$ _____ @ _____ Nights					
<b>Meals</b> (including tips) (excluding meals covered by Conference or Others)					
· Breakfast _____ @ \$12.00					
· Lunch _____ @ \$17.00					
· Dinner _____ @ \$26.00					
· Or Actual Expense					
<b>Telecommunication Charges</b> (Internet, phone calls)					
<b>Parking – in Calgary</b>					
<b>Parking – at Destination</b>					
<b>Other – Provide Details</b>					
<b>TOTAL COST OF TRIP</b>					
<b>CASH ADVANCE IF ANY–Ref # _____</b>					
<b>AMOUNT DUE TO (OWING BY) CLAIMANT</b>					
<b>GST Breakout Area</b>					

I certify that the above claim is correct:

Original signed by D Roulson  
Claimant's Signature

Original signed by D Parsons  
Approved by Superordinate

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.

NOV 13 2013