

# expense | monthly tracking report

claimant | Roulson, Dianne

position | Director, Learning Services

level | Director

reporting period | January 1 to February 28, 2014

date of report | April-11-14



**Calgary Board  
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Cell Phone	01/17/2014	Monthly Service Plan	\$64.49	other disclosed	telecom/cell phone
Moving Forward with High School Redesign, Red Deer, AB	01/24/2014	No expenses incurred for this event as per attached documents	\$0.00	travel	
Alberta Education Curriculum Development Prototyping Orientation, Edmonton, AB	01/23/2014	Return Airfare - Calgary - Edmonton for Jan 30-31, 2014	\$448.61	travel	BUS airfare/bus/rail
Alberta Education Curriculum Development Prototyping Orientation, Edmonton, AB	01/31/2014	Taxi fare from venue to Edmonton Airport	\$92.40	travel	BUS general
Alberta Education Curriculum Development Prototyping Orientation, Edmonton, AB	01/31/2014	Accommodations	\$112.96	travel	BUS accommodation
Alberta Education Curriculum Development Prototyping Orientation, Edmonton, AB	01/31/2014	Parking at Calgary Airport	\$44.10	travel	BUS general
Cell Phone	02/17/2014	Monthly Service Plan	\$62.34	other disclosed	telecom/cell phone

**Bill Date: January 17, 2014**  
**DIANNE ROULSON**

**Next Bill Date: February 17, 2014**

**Learning Services**

**CURRENT CHARGES**

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

Corporate Share plan 30-10 36M	\$30.00	
less 33.33% Promotional Discount	<u>-10.00</u>	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	<u>-15.00</u>	30.00
Bell to Bell Calling 10 - Mob	\$10.00	
less 100.00% Promotional Discount	<u>-10.00</u>	0.00
Business Anytime Unlmted. Nights & Wknds	\$10.00	
less 100.00% Promotional Discount	<u>-10.00</u>	0.00
Sharing Feature	\$5.00	
less 70.00% Promotional Discount	<u>-3.50</u>	1.50
Travel text saver	\$10.00	
less 100.00% Promotional Discount	<u>-10.00</u>	0.00
Message Centre & Call Display Bundle	\$12.00	
less 100.00% Promotional Discount	<u>-12.00</u>	0.00
6pm to 8pm Calling	\$7.00	
less 100.00% Promotional Discount	<u>-7.00</u>	0.00
Text Messaging 250 - Share	\$5.00	
less 100.00% Promotional Discount	<u>-5.00</u>	0.00
\$1/MB US Data	\$10.00	
less 100.00% Promotional Discount	<u>-10.00</u>	0.00
US Roaming \$0.25/min		0.00

**Usage and long distance**

250 Anytime minutes Local Calling		
@\$0.00/minute	224:46 min:sec	0.00
Email& Internet BlackBerry 1GB Data Usage		
@\$0.00/MB	31.8438 MB	0.00
Business Anytime Unlmted. Nights & Wknds Unlimited Usage		
@\$0.00/minute	28:05 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	291:37
Weekend	15:05
Weeknight	13:00
<b>Total time used</b>	<b>319:42</b>
<b>Event Summary</b>	
Total Events	211
Total this month	\$0.50
<b>Packet Plan Usage Summary</b>	
Total megabytes	31.9409
Total this month	\$0.00

...  
Bill Date: January 17, 2014  
DIANNE ROULSON

Next Bill Date: February 17, 2014

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Learning Services

**CURRENT CHARGES**

@\$.00/minute	64:51 min:sec	0.00
Bell to Bell Calling 10 - Mob Bell Mobility to Bell Mobility		
@\$.00/minute	2:00 min:sec	0.00
Service zone		
@\$.00/MB	0.0971 MB	0.00
Text message	2 events	0.00
Converse MMSC	2 events	0.00
Picture/Video messaging	1 event	0.50
Travel text saver Unlimited Incoming Messages		
	99 events	0.00
Text Messaging 250 - Share Incl. Messages		
	107 events	0.00
Long distance		9.45
<b>Taxes</b>		
GST		3.04
<b>Total current charges</b>		<b>\$64.49</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: January 30, 2014  
 Employee's Name Dianne Roulson Vendor #: \_\_\_\_\_  
 School / Department to mail cheque to \_\_\_\_\_  
 Purpose of Trip / Name of Conference Moving Forward with High School Redesign  
 Departure and Return Dates Jan 24/14 - Jan 24/14 Destination: Red Deer, Alberta

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	0		0	0	
<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 _____ km @ 50¢/km (submit on Km Payment Form to Payroll)	drove with colleague				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>					
CASH ADVANCE IF ANY–Ref # _____					
<b>AMOUNT DUE TO (OWING BY) CLAIMANT</b>	0	0	0	0	
<b>GST Breakout Area</b>					

COPY

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.

## Dianne Roulson

School Phone:  
 Registrant Name: Dianne Roulson  
 Email Address:  
 Payment Method: No Charge  
 School: Learning Services  
 Jurisdiction: Calgary Board of Education



**Receipt # 00018034**

130-7220 Fisher Street SE  
 Calgary, AB T2H 2H8  
 Phone 403-291-0967  
 Fax 403-250-3904

Program(s)	Registrants	Per Registrant	Total
Metro Boards - Moving Forward with High School Redesign	1	\$0.00	\$0.00
<b>GRAND TOTAL</b>			<b>\$0.00</b>

Amount Paid	\$0.00
Balance Due	\$0.00

Payment Method:	No Charge
Registration Date:	Jan 14, 2014
Date Paid:	Jan 14, 2014

### Program Information

Metro Boards - Moving Forward with High School Redesign	Jan 24, 2014	9:30am - 3:00pm
Location: Cross Roads Church, 38105 Range Road 275, SW Corner of 32 Street and Highway 2, Red Deer, AB <a href="#">»View Map</a>		





# 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: February 4, 2014

Employee's Name Dianne Roulson

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

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

Purpose of Trip / Name of Conference RFP Meeting (Curriculum Development Prototyping)

Departure and Return Dates January 30-January 31, 2014 Destination: Edmonton, Alberta

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					
Travel Costs					
▪ Airfare (including trip cancellation insurance)	448.01		448.61		
▪ Rail/Bus					
▪ Taxi/Shuttle Bus/Car Rental in Calgary					
▪ Taxi/Shuttle Bus/Car Rental at Destination	\$92.40		\$92.40		
▪ Personal Vehicle _____ km @ 50¢/km (submit on Km Payment Form to Payroll)					Send original to Payroll for payment
Accommodations at Single Rate					
\$ <u>112.96</u> @ <u>1</u> Nights	\$112.96		\$112.96		
Meals (including tips) (excluding meals covered by Conference or Others)					
▪ Breakfast _____ @ \$12.00					
▪ Lunch _____ @ \$17.00					
▪ Dinner _____ @ \$26.00					
▪ Or Actual Expense					
Telecommunication Charges (Internet, phone calls)					
Parking – in Calgary	\$44.10		\$44.10		
Parking – at Destination					
Other – Provide Details					
TOTAL COST OF TRIP	698.07		698.07		
CASH ADVANCE IF ANY-Ref # _____					
AMOUNT DUE TO (OWING BY) CLAIMANT					
GST Breakout Area					

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.

Nielsen, Maureen G

From: Air Canada <confirmation@aircanada.ca>  
Sent: January-23-14 4:40 PM  
To: Nielsen, Maureen G  
Subject: Norma Northey is sending you the itinerary for your next trip from Calgary to Edmonton.

\*\*\*\*\* PLEASE DO NOT REPLY TO THIS E-MAIL \*\*\*\*\*

AIR CANADA   
Itinerary/Receipt

From: Norma Northey  
Travel plans for January 30 - 31, 2014

Scan this barcode to check in at any Air Canada check in kiosk.



Hotels in Edmonton

From (per night)  
**\$238** CAD



The Fairmont Hotel Macdonald:  
★★★★

From (per night)  
**\$149** CAD



Delta Edmonton Centre Suite Hotel:  
★★★★

From (per night)  
**\$86** CAD



BEST WESTERN Cedar Park Inn:  
★★★

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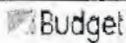


SAVE on car rentals, shows, activities and more.

**Go to My Travel Planner**



**Need a car in Edmonton?** Great rates and additional Aeroplan Miles.

**AVIS** 

Booking Information

Booking Reference:

**Customer Care**  
Air Canada  
1-888-247-2262  
Flight Arrivals and

Electronic Ticketing confirmed. This is your official

**itinerary/receipt.****Main Contact:**

Mr Dennis George Parsons  
 nenorthey@cbe.ab.ca  
 Mobile: 1-403-9238254  
 Work: 1-403-8177600

**Departures**

1-888-422-7533

**Online Services****Manage** my booking online (view/change my booking; select seats\*).**Select Seats****Maple Leaf Lounge | Meal Vouchers | On My Way****Alert me** of flight status changes directly to my mobile phone or email.**Flight Arrivals & Departures** - check online if my flight is on time.**Check-in online** and print my boarding pass.

\* Can my booking be changed online?

**Flight Itinerary**

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8150 <sup>1</sup>	<b>Calgary (YYC)</b> Thu 30-Jan 2014 15:30	<b>Edmonton, Edmonton Int'l (YEG)</b> Thu 30-Jan 2014 16:23	0	0hr53	DH3	Flex, W	
AC8157 <sup>1</sup>	<b>Edmonton, Edmonton Int'l (YEG)</b> Fri 31-Jan 2014 18:00	<b>Calgary (YYC)</b> Fri 31-Jan 2014 18:53	0	0hr53	DH3	Flex, W	

Operated by:

<sup>1</sup> Air Canada Express - Jazz**Passenger Information**Frequent Flyer Prog : **None**

Payment Card:

Seat Selection: AC8150 **8C** , AC8157 **8C****2: Ms Dianne Roulson : Adult (16+), Ticket Number:**Frequent Flyer Prog : **None**

Payment Card:

Seat Selection: AC8150 **8D** , AC8157 **8D**Meal Preference : **None**Special Needs: **None**Meal Preference : **None**Special Needs: **None****Purchase Summary****Fare Summary**

Passenger Type	Adult
<b>Air Transportation Charges</b>	
Departing Flight - <u>Flex</u>	<b>167.00</b>
Return Flight - <u>Flex</u>	<b>167.00</b>
<u>Surcharges</u>	24.00
<b>Taxes, Fees and Charges</b>	
<u>Canada Airport Improvement Fee</u>	55.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	21.36
<u>Air Travellers Security Charge (ATSC)</u>	14.25
Total airfare and taxes before options (per passenger)	<b>448.61</b>
Number of passengers	2
Travel Insurance (declined)	0.00



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Grand Total - Canadian dollars

\$897.22

Payment Information

897.22 ÷ 2 = 448.61

- Amount paid: \$897.22

The following charges (tax inclusive) will appear on your credit or debit card statement:

Air Canada: \$448.61 (Airfare - per ticket)

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enRoute City Guide

## Edmonton

Sitting on the 53rd parallel, Edmonton is the most northern city in the Americas with a population of over one million. Though it does feel northerly, it doesn't feel particularly crowded, maybe because it straddles the North Saskatchewan River to create the largest urban green space in North America...

 [Read the complete guide](#)

What do you think of our new City Guide feature?

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### Fare Rules

**Departing Flight** Calgary (YYC) To Edmonton (YEG) - **Flex**

**Return Flight** Edmonton (YEG) To Calgary (YYC) - **Flex**

- **Changes:**
  - Prior to day of departure - **Change fee** per direction, per passenger, is \$50 CAD plus applicable taxes and any additional fare difference. **Changes** can be made up to 2 hours prior to departure.
  - **Same-day confirmed changes** at check-in or at the airport are permitted at a flat fee of \$75 CAD/USD per direction, per passenger (subject to availability). Same-day flights only.
  - **Same-day standby** is available **only** to passengers travelling on a flight between Toronto and Montreal or Ottawa (connecting flights excluded), as well as to passengers travelling between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) and Newark (EWR) airports.
  - Flights can only be used in sequence from the place of departure specified on the itinerary.
- **Cancellations:**
  - Tickets are **non-refundable** and **non-transferable**.
  - **Cancellations** can be made up to 45 minutes prior to departure.
  - Provided the original booking is cancelled prior to the original flight departure, the value of the unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to the change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.
  - Customers who **no-show** their flight will forfeit the fare paid.
- **Complimentary advance standard seat selection** on Air Canada and Air Canada Express (operated by Jazz), subject to availability.
- Up to 24 hours after the purchase of a new ticket, Air Canada will cancel your ticket and provide

# Chateau Louis

## HOTEL & CONFERENCE CENTRE

Dianne Rouson

Room No. : 345  
Arrival : 01.30.14  
Departure : 01.31.14  
Folio No. : 108140  
Company :  
Cashier : 117  
Booking No :

### GUEST FOLIO

Date	Description	Charges	Credits
01.30.14	Room Charge	104.00	
01.30.14	Tourism Levy	3.76	
01.30.14	Room GST	5.20	
01.31.14			112.96

Transaction Recap		Total Charges	112.96
Description	Recap Total	Total Credits	112.96
Room GST	5.20	Balance	0.00
Tourism Levy	3.76		CAD

\_\_\_\_\_  
Guest Signature

11727 Kingsway, Edmonton, Alberta T5G 3A1

Phone: 780.452.7770 Fax: 780.454.3436 Toll Free Reservations 1.800.661.9843  
chateaulouis.com info@chateaulouis.com GST 103021499

DIAMOND SLUAM TAXI S  
2628 43 STREET  
EDMONTON, AB T6L 5U1

*AB Ed Mtg.*

Merchant ID: 00000000497785  
Term ID: 05221246

**Purchase**

CALGARY AIRPORT  
AUTHORITY

*AB Ed Mtg.*

STATION C64  
IN: 01/30/14 14:03  
OUT: 01/31/14 19:26  
PAID: \$ 44.10  
(GST INCLUDED)  
GST No. 122556194

REF. 48  
YOU HAVE 15 MIN.  
TO EXIT  
THANK YOU FOR  
YOUR VISIT

AID: A0000000041010  
Entry Method: Chip  
Batch#: 000031  
01/31/14 17:40:24  
Invoice #: 000004  
Appr Code: 184204  
Apriva Transaction #: 173  
Ref #: 00000000232  
Host Response: Success

Amount:	\$	77.00
Tip:	\$	15.40
Total:	\$	92.40

Customer Copy

**Bill Date: February 17, 2014**  
**DIANNE ROULSON**

**Next Bill Date: March 17, 2014**

**Learning Services**

**CURRENT CHARGES**

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

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

**Usage and long distance**

250 Anytime minutes Local Calling		
@\$.00/minute	216:33 min:sec	0.00
Email& Internet BlackBerry 1GB Data Usage		
@\$.00/MB	86.7305 MB	0.00
Business Anytime Unlmted. Nights & Wknds Unlimited Usage		
@\$.00/minute	67:50 min:sec	0.00
6pm to 8pm Calling Unlimited Usage		

<b>FOR YOUR INFORMATION...</b>	
<b><u>Discount Summary</u></b>	
Total discounts	\$92.50
<b>Total this month</b>	<b>\$92.50</b>
<b><u>Usage Summary</u></b>	
	<b><i>min:sec</i></b>
Weekday	324:33
Weekend	46:14
Weeknight	21:36
<b>Total time used</b>	<b>392:23</b>
<b><u>Event Summary</u></b>	
Total Events	258
Total this month	\$0.00
<b><u>Packet Plan Usage Summary</u></b>	
Total megabytes	86.8642
Total this month	\$0.00



Bill Date: February 17, 2014  
DIANNE ROULSON

Next Bill Date: March 17, 2014

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Learning Services

**CURRENT CHARGES**

@\$.00/minute	87:00 min:sec	0.00
Bell to Bell Calling 10 - Mob Bell Mobility to Bell Mobility		
@\$.00/minute	21:00 min:sec	0.00
Service zone		
@\$.00/MB	0.1337 MB	0.00
Text message	1 event	0.00
Comverse MMSC	4 events	0.00
Text Messaging 250 - Share Incl. Messages		
	139 events	0.00
Text Messaging 250 - Share Unlimited Incoming Messages		
	114 events	0.00
Long distance		7.91
<b>Taxes</b>		
GST		2.93

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**Total current charges** **\$62.34**