

# expense | monthly tracking report

claimant | Yee, Dianne

position | Director, Area III

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
Staff Appreciation Lunch	12/19/2014	Meal held at a restaurant for 4 employees	\$97.35	working session	BUS food/non alcoholic beverage
CASS Leadership Meeting	01/13/2014	Parking at Mount Royal University	\$15.00	other disclosed	PD general
Association for Learning Technology Conference, University of Warwick, Warwick, United Kingdom	02/04/2014	Return airfare - Calgary, AB (08/29/2014) - London, UK (09/07/2014)	\$1,558.34	travel	BUS airfare/bus/rail
Cell Phone	01/17/2014	Monthly Service Plan	\$54.07	other disclosed	telecom/cell phone
Cell Phone	02/17/2014	Monthly Service Plan	\$92.35	other disclosed	telecom/cell phone
AB Education Curriculum Redesign Meeting, Edmonton, AB	01/31/2014	Accommodations	\$134.76	travel	PD accommodation
IDEAS 2014: Rising to the Challenge conference, Calgary, AB	02/14/2014	Registration for May 9, 2014	\$160.00	other disclosed	PD course or registration fee

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DATE 12/19/13  
TIME 12:30PM

REG #207 Hwy 101  
425 361P St NE  
Calgary AB  
T2N 6T3  
403-235-5858

DINING : Ent

14 TRANS: CASH RECORD 11

ITEMS ORDERED	AMOUNT
1 ADD SHRIMP-SLD	9.95
3 ADD 6OZ SIR-SLD	29.85
1 SPINACH SLD /W	7.95
3 CAESAR SLD /W	20.85
3 DIET PEPSI	9.00
1 PEPSI	3.00

\*\*\*\*\*

Amount \$84.65  
Tip \$12.70  
TOTAL CAD\$97.35

SUBTOTAL 80.60  
GST 4.05

TOTAL DUE 84.65

MOUNT ROYAL UNIVERSITY  
date: 01/13/14 14:57:53

05.00  
ext: .71  
total: 49.00

Your booking is confirmed. Booking reference:

- An email booking confirmation has been sent to:
- Use your booking reference to retrieve your official Itinerary/Receipt at [aircanada.com](http://aircanada.com).

<b>Passengers</b> Dr Dianne Yee				1297.00
				0.00
				261.34
Calgary (YYC)	London (LHR)	Fri 29-Aug 2014	Sat 30-Aug 2014	Purchase Travel Insurance
London (LHR)	Calgary (YYC)	Sun 07-Sep 2014	Sun 07-Sep 2014	
<b>Grand Total</b>				<b>\$1558.34</b>
				Canadian dollars

**Additional passenger information is required**

Your current flight itinerary includes travel to a country that requires additional passenger information.

We strongly encourage you to provide this information ahead of time from the comfort of your home or office with our secure online form.  
**Provide passenger information**

**Your booking is confirmed.** Please print/retain this page for your financial records (e.g. for taxation, expense claim or payment card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.

**Booking Information**

**Booking Reference:**

Electronic Ticketing confirmed. This is your official itinerary/receipt.

**Customer Care**

**Air Canada**  
1-888-247-2262

**Flight Arrivals and Departures**  
1-888-422-7533

**Flight Itinerary**

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
	Calgary (YYC) Fri 29-Aug 2014	London, Heathrow (LHR) Sat 30-Aug 2014	0		77W	Flex, V	
	London, Heathrow (LHR) Sun 07-Sep 2014	Calgary (YYC) Sun 07-Sep 2014	0		77W	Flex, V	

**Pre-order your onboard duty-free-items**

You can pre-order your duty-free items now, and have them delivered directly to your seat on board. Earn up to 2 Aeroplan Miles for every \$1 spent. [Details](#)

**Pre-order duty-free items**

- on flight AC 850

## Passenger Information

1: Dr Dianne Yet

## Purchase Summary

### Fare Summary

Total charge for 1 adult

#### Air Transportation Charges

Base Fare (including surcharges)	1297.00
Options	0.00
<b>Taxes, Fees and Charges</b>	261.34
Total Airfare Charge	1558.34
Travel Insurance (declined)	0.00
<b>Grand Total - Canadian dollars</b>	<b>\$1558.34</b>

### Payment Information

- Air Canada: \$1558.34 (Airfare - per adult)

## Fare Rules

**Departing Flight** Calgary (YYC) To London (LHR) - **Flex**

**Return Flight** London (LHR) To Calgary (YYC) - **Flex**

#### • Changes:

- Prior to day of departure - **Change fee** per direction, per passenger, is \$300 CAD plus applicable taxes and any additional fare difference. **Changes** can be made up to 2 hours prior to departure.
- Day of departure, at check-in or at the airport - \$100 CAD, per passenger, plus applicable taxes (no charge for fare difference) for same-day flights only.
- Flights can only be used in sequence from the place of departure specified on the itinerary.

#### • Cancellations:

- Tickets are **refundable (a \$300 CAD fee applies per person)** and **non-transferable**. **Partially used tickets** may be submitted for a refund assessment. The refund will be calculated as follows: actual fare paid minus the value of the portion of the journey that has been flown, and minus the applicable fee.
- **Cancellations** can be made up to 45 minutes prior to departure.

#### • Minimum/maximum stay and other conditions may apply.

#### • 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 a full refund without penalty.
- Flights operated by Air Canada: earn 100% Aeroplan Miles (Altitude Qualifying Miles).
- Read complete fare rules applicable to this fare.

Bill Date: January 17, 2014  
 DIANNE YEE

Next Bill Date: February 17, 2014

Area III Office

**CURRENT CHARGES**

**Monthly charges billed to Feb 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	182:20 min:sec	0.00
Email& Internet BlackBerry 1GB Data Usage		
@\$.00/MB	3.1993 MB	0.00
Business Anytime Unlmt. Nights & Wknds Unlimited Usage		
@\$.00/minute	23:56 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>min:sec</b>
Weekday	592:12
Weekend	11:42
Weeknight	12:14
<b>Total time used</b>	<b>616:08</b>
<b><u>Event Summary</u></b>	
Total Events	1
Total this month	\$0.00
<b><u>Packet Plan Usage Summary</u></b>	
Total megabytes	3.1993
Total this month	\$0.00

Bill Date: January 17, 2014  
DIANNE YEE

Next Bill Date: February 17, 2014

Area III Office

### CURRENT CHARGES

@\$.00/minute	23:52 min:sec	0.00
Bell to Bell Calling 10 - Mob Bell Mobility to Bell Mobility		
@\$.00/minute	386:00 min:sec	0.00
Travel text saver Unlimited Incoming Messages		
	1 event	0.00
<b>Taxes</b>		
GST		2.57
<hr/>		
<b>Total current charges</b>		<b>\$54.07</b>

Bill Date: February 17, 2014  
 DIANNE YEE

Next Bill Date: March 17, 2014

Area Office

**CURRENT CHARGES**

**Monthly charges billed to Mar 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 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	239:46 min:sec	0.00
Email& Internet BlackBerry 1GB Data Usage		
@\$.00/MB	5.1260 MB	0.00
Business Anytime Unlmted. Nights & Wknds Unlimited Usage		
@\$.00/minute	12:08 min:sec	0.00
6pm to 8pm Calling Unlimited Usage		

**FOR YOUR INFORMATION...**

**Discount Summary**

Total discounts \$92.50

**Total this month \$92.50**

**Usage Summary min:sec**

Weekday 570:25

Weekend 3:09

Weeknight 22:59

**Total time used 596:33**

**Event Summary**

Total Events 7

Total this month \$0.00

**Packet Plan Usage Summary**

Total megabytes 5.1475

Total this month \$0.00



Bill Date: February 17, 2014

Next Bill Date: March 17, 2014

DIANNE YEE

Area III Office

## CURRENT CHARGES

@\$.00/minute	22:39 min:sec	0.00
Bell to Bell Calling 10 - Mob Bell Mobility to Bell Mobility		
@\$.00/minute	322:00 min:sec	0.00
Service zone		
@\$.00/MB	0.0215 MB	0.00
Travel text saver Unlimited Incoming Messages		
	6 events	0.00
Text Messaging 250 - Share Incl. Messages		
	1 event	0.00
Long distance		4.48
Roamer usage		32.00
<b>Taxes</b>		
GST		4.37
<b>Total current charges</b>		<b>\$92.35</b>

General Options

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Name:  
Dianne Yee

Event Title:  
IDEAS 2014: Rising to the Challenge

Location:  
MacEwan Conference & Event Centre

MacEwan Student Centre

University of Calgary

2500 University Drive NW

Calgary, Alberta T2N 1N4

Date:  
05/09/2014

Current Registration Details

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Dianne Yee

Registration Items

Registration Item	Cost
Full Conference Pass	CAD \$ 160.00

Sessions

Order Summaries

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Order

Date	Type	Amt Ordered	Amt Paid	Amt Due
02/14/2014 1:29 PM MT	online order	CAD \$ 160.00	CAD \$ 160.00	CAD \$ 0.00
<b>Total:</b>		<b>CAD \$ 160.00</b>	<b>CAD \$ 160.00</b>	<b>CAD \$ 0.00</b>

Payment Details

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Details

Date	Amt Paid
02/14/2014	CAD \$ 160.00

# Chateau Louis

## HOTEL & CONFERENCE CENTRE

Dianne Yee

Arrival : 01.30.14

Departure : 01.31.14

Company : Calgary Board of

### GUEST FOLIO

Booking No :

Date	Description	Charges	Credits
01.30.14	Room Charge	124.00	
01.30.14	Tourism Levy	-4.56	
01.30.14	Room GST	6.20	
01.31.14			134.76

Transaction Recap	
Description	Recap Total
Room GST	6.20
Tourism Levy	4.56

Total Charges	134.76	
Total Credits		134.76
Balance		0.00
		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