

expense | monthly tracking report

claimant | Fradgley, Catherine
position | Director, Facility Operations
level | Director
reporting period | May 1 to June 30, 2014
date of report | August-15-14



**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Cell phone	05/17/2014	Monthly Service Plan	\$57.08	other disclosed	telecom/cell phone
Cell phone	06/17/2014	Monthly Service Plan	\$54.53	other disclosed	telecom/cell phone
ASAP II Meeting, Edmonton	05/13/2014	Lunch (2 people)	\$36.52	travel	BUS food/non alcoholic beverage
ASAP II Meeting, Edmonton	05/13/2014	Mileage	\$305.00	travel	BUS mileage

Mobile
 Bill Date: May 17, 2014
 CATHERINE FRADGELY
 Mobile Ref.
 HF - Facilities Operations

Account #
 Next Bill Date: June 17, 2014

CURRENT CHARGES for

Monthly charges billed to Jun 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
Alberta Government 911 fee		0.44
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
Can-CarvUS Text - Unlimited	\$15.00	
less 100.00% Promotional Discount	-15.00	0.00
Includes: Picture Messaging		
Image Messaging		
Incl. Messages		
Unlimited Incoming Messages		
\$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	271:45 min:sec	0.00

FOR YOUR INFORMATION...	
Discount Summary	
Total discounts	\$102.50
Total this month	\$102.50
Usage Summary	
<i>min:sec</i>	
Weekday	382:28
Weekend	28:12
Weeknight	11:28
Total time used	422:08
Event Summary	
Total Events	14
Total this month	\$0.00
Packet Plan Usage Summary	
Total megabytes	10.2832
Total this month	\$0.00

Mobile
Bill Date: May 17, 2014
CATHERINE FRADGELY
Mobile Ref.
HF - Facilities Operations

Account #
Next Bill Date: June 17, 2014

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CURRENT CHARGES for

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Email& Internet BlackBerry 1GB Data Usage		
@\$.00/MB	10.2754 MB	0.00
Business Anytime Unlmt. Nights & Wknds Unlimited Usage		
@\$.00/minute	36:40 min:sec	0.00
6pm to 8pm Calling Unlimited Usage		
@\$.00/minute	65:43 min:sec	0.00
Bell to Bell Calling 10 - Mob Bell Mobility to Bell Mobility		
@\$.00/minute	48:00 min:sec	0.00
Service zone		
@\$.00/MB	0.0078 MB	0.00
MSG from Bell	3 events	0.00
Can-Can/US Text - Unlimited Incl. Messages		
	3 events	0.00
Can-Can/US Text - Unlimited Unlimited Incoming Messages		
	8 events	0.00
Long distance		2.45
Taxes		
GST		2.69
Total current charges		\$57.08

Mobile
Bill Date: June 17, 2014
CATHERINE FRADGELY
Mobile Ref. _____
HF - Facilities Operations

Account #
Next Bill Date: July 17, 2014

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CURRENT CHARGES for

Monthly charges billed to Jul 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
Alberta Government 911 fee		0.44
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
Can-Can/US Text - Unlimited	\$15.00	
less 100.00% Promotional Discount	-15.00	0.00
Includes: Picture Messaging		
Image Messaging		
Incl. Messages		
Unlimited Incoming Messages		
\$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		
@\$0.00/minute	168:16 min:sec	0.00

FOR YOUR INFORMATION...	
Discount Summary	
Total discounts	\$102.50
Total this month	\$102.50
Usage Summary min:sec	
Weekday	200:08
Weekend	24:29
Weeknight	9:53
Total time used	234:30
Packet Plan Usage Summary	
Total megabytes	7.2688
Total this month	\$0.00

Mobile
Bill Date: June 17, 2014
CATHERINE FRADGELY
Mobile Ref. _____
HF - Facilities Operations

Account #
Next Bill Date: July 17, 2014

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CURRENT CHARGES for

(continued)

Email& Internet BlackBerry 1GB Data Usage		
@\$.00/MB	7.2610 MB	0.00
Business Anytime Unlmted. Nights & Wknds Unlimited Usage		
@\$.00/minute	34:22 min:sec	0.00
6pm to 8pm Calling Unlimited Usage		
@\$.00/minute	25:52 min:sec	0.00
Bell to Bell Calling 10 - Mob Bell Mobility to Bell Mobility		
@\$.00/minute	6:00 min:sec	0.00
Service zone		
@\$.00/MB	0.0078 MB	0.00
Taxes		
GST		2.59
<hr/>		
Total current charges		\$54.53

Ricky's
 -All Day Grill-
 PHONE # 780-980-9448
 101-5401 Discovery Way
 Leduc, AB
 GST# 816998157RT0001

10007 LIBERTY

Tbl 40/1 Chk 9862 Gst 2
 13May'14 01:02PM

1 Beef Dip	11.49
Salad House	
1 Chopped Starter	8.99
1 Add Black Chick	3.99
1 Gngr Ale	2.89
1 Water Soda	2.89
Subtotal	30.25
GST Tax	1.51
01:35PM Total	31.76

ASAPII
Edmonton
 Please Pay Your Server

+ tip \$4.76

Lunch for 2

RICKY'S ALL DAY GRILL
 109-5401 DISCOVERY T9E8H4
 LEDUC AB

1111 PURCHASE 1111
 05-13-2014 13:37:36
 Acct # C
 Exp Date Card Type
 Name: CATHERINE FRADGLEY

Trace # Operator 007

Inv #
 Auth #

Purchase	\$31.76
Tip	\$4.76
Total	\$36.52

(00) APPROVED-THANK YOU
asapii
 Retain this copy for your records
 Customer copy *Edmonton*



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: 12/5/2014
 Employee's Name C. Fradgley Vendor #: _____
 School / Department to mail cheque to N/A
 Purpose of Trip / Name of Conference ASAP II Meeting
 Departure and Return Dates 13/5/2014 Destination: Edmonton

Description of Expenses (Please attach receipts)	Total Cost (Canadian Dollars)	Exchange Rate (for information purposes)	Amount Paid by CBE <small>Invoice/P-Card/Amex/ Payroll for Mileage (including GST)</small>	Amount Paid by Claimant <small>For Out of Pocket Expenditures (including GST)</small>	Alias to be charged for Claimant's Expenses
Registration/Conference Fees					
Travel Costs					
• Airfare (including trip cancellation insurance)	/				
• Rail/Bus	/				
• Taxi/Shuttle Bus/Car Rental in Calgary	/				
• Taxi/Shuttle Bus/Car Rental at Destination	/				
• Personal Vehicle <u>610</u> km @ 50¢/km (submit on Km Payment Form to Payroll)	<u>305.00</u>				Send original to Payroll for payment
Accommodations at Single Rate	/				
\$ _____ @ _____ Nights	/				
Meals (including tips) (excluding meals covered by Conference or Others)					
• Breakfast _____ @ \$12.00					
• Lunch _____ @ \$17.00					
• Dinner _____ @ \$26.00					
• Or Actual Expense <u>36.52</u>	<u>36.52</u>		<u>36.52</u>		
Telecommunication Charges (Internet, phone calls)					
Parking - in Calgary					
Parking - at Destination					
Other - Provide Details					
TOTAL COST OF TRIP	<u>336.76</u>		<u>36.52</u>		
CASH ADVANCE IF ANY-Ref # _____					
AMOUNT DUE TO (OWING BY) CLAIMANT	<u>0</u>				
GST Breakout Area					

I certify that the above claim is correct:
 Original signed by C. Fradgley
 Approved by Superintendent F. Coppinger
 Claimant: _____
 NOT: 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.