

expense | monthly tracking report

claimant | Taylor, Sheila
 position | Trustee, Wards 11 & 13
 level | Board of Trustees
 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
Task Force for Teaching Excellence Symposium	05/05/2014	Accommodation - Alberta Education "Task Force for Teaching Excellence Symposium" Edmonton, AB	\$155.89	travel	PD accommodation
Task Force for Teaching Excellence Symposium	05/05/2014	Meals - Alberta Education "Task Force for Teaching Excellence Symposium" Edmonton, AB	\$26.00	travel	PD food/non alcoholic beverage
Distinguished Alumni Awards	05/12/2014	Ticket to CBE Distinguished Alumni Awards	\$200.00	other disclosed	PD general
Bell Mobility Invoice	05/17/2014	Monthly Service Plan	\$56.43	other disclosed	telecom/cell phone
2014/14 Edwin Parr Banquet	05/22/2014	Ticket to Edwin Parr Banquet	\$45.00	other disclosed	PD general
ASBA Spring General Meeting	06/01/2014	Registration - ASBA Spring General Meeting, Red Deer, AB June 1-3, 2014	\$603.75	travel	PD course or registration fee
ASBA Spring General Meeting	06/01/2014	Mileage - ASBA Spring General Meeting, Red Deer, AB June 1-3, 2014	\$150.00	travel	PD mileage
ASBA Spring General Meeting	06/01/2014	Accommodation - ASBA Spring General	\$261.58	travel	PD accommodation
ASBA Spring General Meeting	06/01/2014	Meal - ASBA Spring General Meeting June 1-3, 2014	\$15.65	travel	PD food/non alcoholic beverage
ASBA Spring General Meeting	06/01/2014	Meal - ASBA Spring General Meeting June 1-3, 2014	\$19.82	travel	PD food/non alcoholic beverage
Bell Mobility Invoice	06/17/2014	Monthly Service Plan	\$58.79	other disclosed	telecom/cell phone



Trustee Professional Development and Travel & Subsistence Expense Report

Must be completed upon return from every business trip for reporting purposes and any out of pocket expenditures. Completed form will be submitted to Accounts Payable.

Details of Trip | Please Print

Date: May 6, 2014

Trustee's Name Sheila Taylor, Chair, Trustee Wards 11 & 13

Purpose of Trip / Name of Conference: Task Force for Teaching Excellence Symposium

Departure and Return Date May 5, 2014

Destination: Edmonton, Alberta

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/ 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					
Insurance					
Rail/Bus					
Taxi/Shuttle Bus/Car Rental at Destination					
Personal Vehicle Km @ 50¢/Km (submit via PeopleSoft)					N/A
Parking – at Destination					
Accommodation					
1 Nights @ \$ 155.89 (Single Rate)	155.89			155.89	
Telecommunication Charges (Internet, Phone calls)					
Meals – Receipts required (Including tips, excluding meals covered by Conference or Others)					
Breakfast(s) (Maximum \$12.00 each)					
Lunch(es) (Maximum \$17.00 each)					
1 Dinner(s) (Maximum \$26.00 each)	26.00			26.00	
Other – Provide Details					
TOTAL COST OF TRIP	181.89			181.89	
AMOUNT DUE TO CLAIMANT / <CBE>				181.89	
GST Breakout Area					

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

Personal Information is collected under the authority of Alberta's Freedom of Information and Protection of Privacy Act (FOIP). The information included in this report is collected for the purpose of expense reporting and reimbursement and may be disclosed to the public as required by the CBE's policies and practices, Alberta Government policies and legislation, or a FOIP request. I have reviewed the attachments to ensure that confidential information has been removed or redacted. I certify that the above claim is correct.

Claimant's Signature

Payment Authorization



Courtyard by Marriott
Edmonton Downtown

1 Thornton Court Nw
Edmonton, Ab T5j 2e7
T 780.423.9999

S. Taylor

Room:

Room Type: GENR

Number of Guests: 1

Rate: \$139.00

Clerk:

Arrive: 04May14

Time: 04:45PM

Depart: 05May14

Time:

Folio Number: 61982

Date

Description

Charges

Credits

04May14	Room Charge	139.00	
04May14	Marketing Fee	4.17	
04May14	Gst 831018205	7.16	
04May14	Tourism Levy	5.56	
05May14	Visa		155.89
	Card #: VXXXXXXXXXXXXX XXXX		
	Amount: 155.89 Auth: Signature on File		
	This card was electronically swiped on 04May14		
	Balance:	0.00	

As a Rewards Member, you could have earned points toward your free dream vacation today. Start earning points and elite status, plus enjoy exclusive member offers. Enroll today at the front desk.

Description	Tax
Gst Room	7.16
Hst Room	5.56

Thank You For Choosing Courtyard By Marriott Edmonton Downtown

As requested, a final copy of your bill will be emailed to you at: GMSTCROIX@CBE.AB.CA. See "Internet Privacy Statement" on Marriott.com.

Max payable \$26.00

S. Taylor



Glass Monkey
GASTROPUB

The Glass Monkey
5842 111 Street
Edmonton, AB T6H 3G1
780-760-2228
GST# 808591937 RT0001

102 HOLLY

Check: 1593 Guests: 1
Table: 99-2

05/04/2014 07:39PM

1	Q WATER	2.00
1	FETA PEPPERS	12.00
1	PIZZA SPEC 19	19.00
1	CAESAR SAL	10.00
	Subtotal	43.00
	G.S.T.	2.15
	Total Due	\$45.15

****PLEASE PAY SERVER****
Thank You

From: Thanks for staying! <efolio@courtyard.com>
Sent: May 7, 2014 2:40 AM
To:
Subject: Your May 4, 2014 - May 5, 2014 stay at the Courtyard Edmonton Downtown

Thank you for choosing the Courtyard Edmonton Downtown for your recent stay.

As requested, below is a billing summary or adjustment for your stay. **If you have questions about your bill**, please contact the hotel directly at (780) 423-9999.

Make another reservation on Marriott.com >>



Marriott Rewards members may receive this email automatically after every stay.

[Join Marriott Rewards today >>](#)

Summary of Your Stay

Hotel: Courtyard Edmonton Downtown
 One Thornton Court,99 Street and Jasper Avenue
 Edmonton, Alberta T5J 2E7
 Canada
 (780) 423-9999

Guest: SHEILA/MS TAYLOR
 CANADIAN GOVERNMENT
 1221 8 STREET NW
 CALGARY, AB T2R0L4
 CAN

Dates of stay: May 04, 2014 - May 05, 2014
Guest number:
Marriott Rewards number: None

Room number:
Group number:

Date	Description	Reference	Charges	Credits
05/04/14	ROOM CHARGE	RB214	139.00	
05/04/14	Marketing Fee	T5214	4.17	
05/04/14	GST 831018205	T1214	7.16	
05/04/14	Tourism Levy	T2214	5.56	
05/05/14	Payment - Visa XXXXXXXXXXXX	VI12:23PM		155.89
Total balance				0.00 CAD

Was that the best night's sleep you've ever had? How about a repeat performance at your place!



Important Information

Do Not Reply to this Email

This email is an auto-generated message. Replies to automated messages are not monitored. If you have any questions please contact the hotel directly at (780) 423-9999.

Why Have I Received this Email?

You have received this email because you requested during your stay to receive an electronic version of your bill by email.

Availability

Electronic versions of your hotel bill, available by email from our over 2,300 participating properties in the Marriott family of hotels in the USA and Canada, are emailed to you within 72 hours of check-out. These email messages reflect changes made to your bill up to 11pm on your day of departure. Any adjustments after that time may not be shown.

If you have received this email in error, please notify us.

Learn more about eFolio, receiving your hotel bills by email.

Authenticity of Bills

Marriott retains official records of all charges and credits to your account and will honor only those records.

Privacy

Your privacy is important to Marriott. For full details of our privacy policy, please visit our Privacy Statement.

Credit of Marriott Rewards Points

After a stay, it may take up to 7 days for Marriott Rewards points to be credited to your account.

Terms of Use::Privacy Statement(c)1996-2012 Marriott International, Inc. All rights reserved. Marriott proprietary information.

Chair Sheila Taylor - \$200^e

INVOICE

May 9, 2014

Calgary Board of Education Board of Trustees
1221 8 Street SW
Calgary, AB T2R 0L4

**RE: Ticket Purchase for the CBE Distinguished Alumni Awards Dinner
May 12, 2014**

To invoice you for **two tickets** for the 2014 Distinguished Alumni Awards dinner to be held May 12, 2014 in Calgary, Alberta at the Hotel Arts.

2 Tickets at \$200	\$400.00
--------------------	----------

Thank you for supporting Calgary's future leaders!

If applicable, we will provide a tax receipt for the donation portion of the ticket price after the event. Please make cheque payable to **EducationMatters**.

Charitable Registration # 89888 7005 RR0001

Mobile
 Bill Date: May 17, 2014
 SHELIA TAYLOR
 Mobile Ref.
 Trustees Office



Account #
 Next Bill Date: June 17, 2014

1939

CURRENT CHARGES

Monthly charges billed to Jun 16, 2014

Corporate Share plan 30-10 36M	\$30.00	
less	-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-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		
@\$.00/minute	190:09 min:sec	0.00

FOR YOUR INFORMATION...	
Discount Summary	
Total discounts	\$102.50
Total this month	\$102.50
Usage Summary min:sec	
Weekday	228:50
Total time used	228:50
Event Summary	
Total Events	9
Total this month	\$0.00
Packet Plan Usage Summary	
Total megabytes	65.4315
Total this month	\$0.00

Mobile
Bill Date: May 17, 2014
SHELIA TAYLOR
Mobile Ref.
Trustees Office

Account #
Next Bill Date: June 17, 2014

1939

CURRENT CHARGES

Email& Internet BlackBerry 1GB Data Usage		
@\$.00/MB	65.4315 MB	0.00
6pm to 8pm Calling Unlimited Usage		
@\$.00/minute	2:41 min:sec	0.00
Bell to Bell Calling 10 - Mob Bell Mobility to Bell Mobility		
@\$.00/minute	36:00 min:sec	0.00
MSG from Bell	3 events	0.00
Travel text saver Unlimited Incoming Messages		
	3 events	0.00
Can-Can/US Text - Unlimited Incl. Messages		
	3 events	0.00
Long distance		1.82
Taxes		
GST		2.67
<hr/>		
Total current charges		\$56.43

421376



INVOICE

ROCKY VIEW SCHOOL DIVISON NO. 41
2651 Chinook Winds Drive S W
Airdrie, AB T4B 0B4
Phone (403) 945-4000 Fax (403) 945-4001
www.rockyview.ab.ca

CALGARY BOARD OF EDUCATION
1221 8TH STREET SW
CALGARY, AB
T2R 0L4

Date: 28-Apr-14
Customer # 15
Invoice # 08132adj
Invoice Total: \$ 270.00

detach and return top portion of this invoice with cheque payable to Rocky View Schools

DESCRIPTION	AMOUNT
2013/14 Edwin Parr Banquet Tickets	
7 Trustees x \$45.00 @ ticket	\$ 315.00
Adjusted for 1 trustee unable to attend.	-\$ 45.00
<i>Sheila Taylor - #45.00</i>	
<i>Joy Bowen-Eyre - 45.00</i>	
<i>Pamela King - 45.00</i>	
<i>Trina Hurdman 45.00</i>	
<i>Judy Heiler - 45.00</i>	
<i>Amber Stewart - 45.00</i>	
Terms: Payable on receipt	INVOICE TOTAL \$ 270.00

Make Cheques Payable to:
Rocky View Schools
2651 Chinook Winds Drive S W
Airdrie AB T4B 0B4

Finance: Cindy Stuart, Budget Officer
(403)945-4044
cstuart@rockyview.ab.ca



Trustee Professional Development and Travel & Subsistence Expense Report

Must be completed upon return from every business trip for reporting purposes and any out of pocket expenditures. Completed form will be submitted to Accounts Payable.

Details of Trip | Please Print

Date: June 12, 2014

Trustee's Name Sheila Taylor, Chair, Trustee Wards 11 & 13

Purpose of Trip / Name of Conference: ASBA Spring General Meeting

Departure and Return Date June 1-3, 2014

Destination: Red Deer, Alberta

Description of Expenses | Please attach receipts

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/ 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	603.75		603.75		
Travel Costs					
Airfare					
Insurance					
Rail/Bus					
Taxi/Shuttle Bus/Car Rental at Destination					
Personal Vehicle 300 Km @ 50¢/Km (submit via PeopleSoft)	150.00		150.00		
Parking – at Destination					
Accommodation					
2 Nights @ \$ 130.79 (Single Rate)	261.58		261.58		
Telecommunication Charges (Internet, Phone calls)					
Meals – Receipts required (Including tips, excluding meals covered by Conference or Others)					
Breakfast(s) (Maximum \$12.00 each)					
R/C Lunch(es) (Maximum \$17.00 each)	15.65		15.65		
1 Dinner(s) (Maximum \$26.00 each)	19.82			19.82	
Other – Provide Details					
TOTAL COST OF TRIP	1050.80		1030.98		
AMOUNT DUE TO CLAIMANT / <CBE>				19.82	
GST Breakout Area					

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

Personal Information is collected under the authority of Alberta's *Freedom of Information and Protection of Privacy Act (FOIP)*. The information included in this report is collected for the purpose of expense reporting and reimbursement and may be disclosed to the public as required by the CBE's policies and practices, Alberta Government policies and legislation, or a FOIP request. I have reviewed the attachments to ensure that confidential information has been removed or redacted. I certify that the above claim is correct.

Claimant's Signature

Payment Authorization

A · S · B · A
Alberta School Boards
Association

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

INVOICE

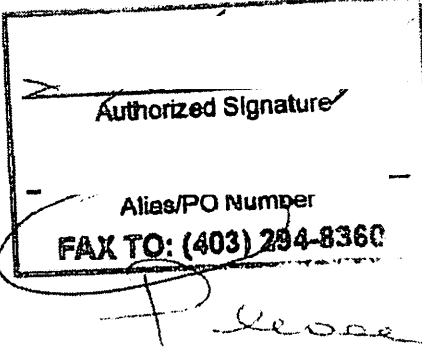

NUMBER

DATE June 23, 2014

BILL TO:

Calgary Board of Education
 1221 - 8 St SW
 Calgary AB T2R 0L4

(403) 817-7933 Ext.


Customer Number	P.O. NUMBER	TERMS		
CAL02		Due on Receipt		
DESCRIPTION	REQ.	UNIT PRICE	EXTENDED PRICE	
Spring General Meeting 2014 Attendee(s): Shella Taylor	1	575.00	575.00	
 <p>Authorized Signature</p> <p>Alias/PO Number</p> <p>FAX TO: (403) 294-8360</p>		 JUN 27 2014 CORPORATE FINANCE		
			NET AMOUNT	575.00
			FREIGHT G.S.T.	28.75
			TOTAL DUE	\$603.75



Kilometre Travel Log

Directi

ns: Complete this form to track kilometres travelled. To receive payment, please enter the total weekly kilometres into your timesheet in PeopleSoft, then submit a hardcopy of the Kilometre Travel Log form to your Manager or Principal. You may wish to retain a copy for your own records.

Section 1: Your Employee Information <i>To be completed by Employee</i>				
Employee ID:* First Name:* Sheila Last Name:* Taylor, Chair, Trustee Wards 11 & 13				
Section 2: Trip Details: <i>To be completed by Employee</i> Record the date, purpose, beginning and ending locations, and distance of each trip on a separate row.				
Date DD-MM-YY	Purpose for Trip	Trip Starts From	Trip Ends At	Distance in km
01-06-14	ASBA SGM General Mtg.	Calgary	Red Deer	150
03-06-14		Red Deer	Calgary	150
The total weekly km must be entered into the timesheet in PeopleSoft.			Total Kilometres	300
Section 3: <i>To be completed by Employee and Approver</i> The approver must create a PDF copy of the completed Travel Log and send to: cbeincomin@westcanadian.com <i>Sent June 17/2014</i>				
Employee Signature:* 		Time Approver Name:* _____		
Employee Phone:* 403-817-7927		Time Approver Signature:* _____		
Date DD-MM-YY: * 403-817-7924		Date DD-MM-YY:* _____		
<small>Personal information is collected under the authority of Alberta's Freedom of Information and Protection of Privacy Act (FOIP). This information will be used for the management of personnel and for the delivery of various Human Resources programs at the Calgary Board of Education. It will be treated in accordance with the privacy protection provisions of FOIP. If you have any questions about the FOIP Act, please access http://www.cbe.ab.ca/legal/foip. If you have any questions about this form and/or the use of the information, please contact the Employee Contact Centre at 1-877-353-2555.</small>				



10

06-11-14

Shiela Taylor CA	Invoice No. :	Room No. :
	GST Number : R121526081	Arrival : 06-01-14
	Folio Number : -----	Departure : 06-03-14
	A/R Number :	Conf. No. :
	Group Code : CBE	Rate Code :
	Company :	Page No. : 1 of 1

Date	Description	Charges	Credits
06-01-14	Restaurant Charges 207248-1	15.65	
06-01-14	*Accommodation	119.99	
06-01-14	GST	6.00	
06-01-14	Tourism Levy	4.80	
06-02-14	*Accommodation	119.99	
06-02-14	GST	6.00	
06-02-14	Tourism Levy	4.80	
06-03-14	MasterCard XXXXXXXXXXXX		277.23
Total		277.23	277.23
Balance		0.00	

Guest Signature: _____

I have received the goods and / or services in the amount shown hereon. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

1Hotel 67th Street
Red Deer


SUN JUNE 1, 2014
CHECK #207248-2

TABLE #218

DUPLICATE

1 Tea	\$3.00
1 Small Chef Salad	\$10.00
SUB-TOTAL	\$13.00
GST# 123578379RT	\$0.65
TOTAL	\$13.65

Tip: 2.00
Total: 15.65
Room # 7

Signature: 
Time: 19:00
THANK YOU FOR JOINING US!
Hotel Cafe and Lounge

YOU HAVE BEEN SERVED
BY: V1 

Room Charge

Staylor

SHERATON HOTEL
RED DEER
VLT LOUNGE GST# 8497
02444RT0017

0054 2 Table 998 #Party 0
AM SERVER V SvrCk: 0 4:17p 06/03/14
VLT LOUNGE

1 JUICE 2.86
1 TABOULEH SALAD 14.00
Sub Total: 16.86

Sub Total: 16.86
GST : 0.84
06/03 5:28p TOTAL: 17.70

***** ROOM CHARGE ONLY *****

GRATUITY: 2.12

TOTAL: 19.82

NAME: _____

SIGNATURE: _____

ROOM #: _____

PLEASE PAY SERVER!

Mobile
Bill Date: June 17, 2014
SHELIA TAYLOR
Mobile Ref.
Trustees Office

Account #
Next Bill Date: July 17, 2014

1952

CURRENT CHARGES

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		
@\$.00/minute	178:42 min:sec	0.00

FOR YOUR INFORMATION...	
Discount Summary	
Total discounts	\$102.50
Total this month	\$102.50
Usage Summary	
	min:sec
Weekday	207:07
Weekend	20:26
Weeknight	58:58
Total time used	286:31
Event Summary	
Total Events	10
Total this month	\$0.00
Packet Plan Usage Summary	
Total megabytes	1,325.9915
Total this month	\$0.00

Mobile
Bill Date: June 17, 2014
SHELIA TAYLOR
Mobile Ref.
Trustees Office

Account #
Next Bill Date: July 17, 2014

1952

CURRENT CHARGES

Email& Internet BlackBerry 1GB Data Usage		
@\$.00/MB	1,325.6165 MB	0.00
Business Anytime Unlmted. Nights & Wknds Unlimited Usage		
@\$.00/minute	78:24 min:sec	0.00
6pm to 8pm Calling Unlimited Usage		
@\$.00/minute	1:25 min:sec	0.00
Bell to Bell Calling 10 - Mob Bell Mobility to Bell Mobility		
@\$.00/minute	28:00 min:sec	0.00
Service zone		
@\$.00/MB	0.3750 MB	0.00
Picture/Video messaging	5 events	0.00
Can-Can/US Text - Unlimited Incl. Messages		
	3 events	0.00
Can-Can/US Text - Unlimited Unlimited Incoming Messages		
	2 events	0.00
Long distance		4.06
Taxes		
GST		2.79
Total current charges		\$58.79