

expense | monthly tracking report

claimant | Roulson, Dianne

position | Director, Learning Services

level | Director

reporting period | September 1 to October 31, 2015

date of report | December-11-15



**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Cell phone	9/17/2015	Monthly Service Plan	\$55.71	other disclosed	telecom/cell phone
Cell phone	10/17/2015	Monthly Service Plan	\$56.82	other disclosed	telecom/cell phone
College of Alberta School Superintendents (CASS) First Nations, Metis & Inuit Education Symposium Edmonton	10/09/2015	Registration	\$420.00	other disclosed	conferences & workshops
College of Alberta School Superintendents (CASS) First Nations, Metis & Inuit Education Symposium Edmonton	10/09/2015	Accommodation	\$190.75	other disclosed	PD accommodation
College of Alberta School Superintendents (CASS) First Nations, Metis & Inuit Education Symposium Edmonton	10/09/2015	Accommodation	\$190.75	other disclosed	PD accommodation
College of Alberta School Superintendents (CASS) First Nations, Metis & Inuit Education Symposium Edmonton	10/09/2015	Meal	\$20.99	other disclosed	PD food/non alcoholic beverage
College of Alberta School Superintendents (CASS) First Nations, Metis & Inuit Education Symposium Edmonton	10/09/2015	Travel to and from Calgary to Edmonton, Alberta	\$310.00	other disclosed	PD mileage



Kilometre Travel Log

Directions: Complete this form to track kilometres travelled. To receive payment, please enter the total weekly kilometres into your timesheet in PeopleSoft, and 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 *To be completed by Employee*

Employee ID:*		First Name:*	Dianne	Last Name:*	Roulson
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Section 2: Trip Details: *To be completed by Employee*

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
07-10-15	First Nations, Metis and Inuit CASS Symposium	Calgary	Fantasyland Hotel - Edmonton rtn	620

The total weekly km must be entered into the timesheet in PeopleSoft.	Total Kilometres	620
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PeopleSoft Time Approver

Combo Code entered into PeopleSoft

Section 3: *To be completed by Employee and Approver*

The approver must create a PDF copy of the completed Travel Log and send to: cbeincoming@westcanadian.com

Employee Signature:*	Original signed by Dianne Roulson	Time Approver Name:*	Jeannie Everett H
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Employee Phone:*		Time Approver Signature:*	original signed by Jeannie Everett
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Date DD-MM-YY: *	15-Oct-15	Time Approver Phone:*	Date DD-MM-YY:*
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FANTASYLAND HOTEL
EDMONTON , ALBERTA
ROOM SERVICE
GST #R139427355

1
Oct07'15 09:18PM Gst 0

1 Veg Pizza 10"	16.99
1 Delivery Charge	3.00
Roulson, Dianne Room Charge	20.99
Food	19.99
Tax	1.00
Payment	20.99

ck Closed
Oct07'15 09:38PM

FANTASYLAND HOTEL
EDMONTON , ALBERTA
ROOM SERVICE
GST #R139427355

Oct07'15 09:18PM Gst 0

1 Veg Pizza 10"	16.99
1 Delivery Charge	3.00
Subtotal	19.99
Tax	1.00
09:18PM Total	20.99

Tip: _____
Total: _____
Room: _____
Name: _____
Signature: _____
Visit us online!! L2Gr111.com



Roulson, Dianne

Confirmation Number:

6th floor 1221 8th street SW

Room Number:

Room Type:

CAlgary, AB T2R 0L4

No. of Guests: 1

ARRIVAL	DEPARTURE	RATE PLAN	
10/07/2015	10/09/2015	GROUP	
Date	CODE	DESCRIPTION	AMOUNT (CAD)
10/07/2015	ADV	Advance Deposit	(190.75)
10/07/2015	102	Room Service	20.99
10/07/2015	RM	Room Charge	175.00
10/07/2015	RT	Alberta Tourism Levy	7.00
10/07/2015	GST	GST 845861368 RT	8.75
10/08/2015	RM	Room Charge	175.00
10/08/2015	RT	Alberta Tourism Levy	7.00
10/08/2015	GST	GST 845861368 RT	8.75
TOTAL DUE:			211.74

**FANTASYLAND
HOTEL**
AT WEST EDMONTON MALL, EDMONTON, CANADA

Payment Receipt

Voucher Number

To

Roulson, Dianne
5th floor 1221 8th street SW
CALgary AB T2R 0L4 CA

Fantasyland Hotel
17700 87 Ave
Edmonton AB T5T 4V4 CA
780-444-3000

Printed On

09/17/2015

Room Number
Reference ID

Account Name

Transaction Date

Payment Transaction

Amount

Roulson, Dianne

09/10/2015

190.75

Cashier

From: ERLC <esp_receipt@moneris.com>
Sent: September-10-15 9:30 AM
To: Roulson, Dianne
Subject: Transaction Receipt - Do Not Reply

ERLC

Edmonton Regional Learning Consortium

T: 780-444-2497-#222

www.erc.ca

Thank you for your registration payment for erlc.ca

TRANSACTION APPROVED - THANK YOU

PAYMENT DETAILS

TYPE	PURCHASE
DATE	2015-09-10 09:29:42
ORDER ID	
AMOUNT(CAD)	\$420.00
CARDHOLDER	
CARD NUM	
ACCOUNT	
REF NUM	
AUTH CODE	
REFUND POLICY	http://www.erc.ca/refundpolicy.html

*First Nations, Metis + Inuit
Education Symposium*

Please keep this email as your transaction receipt.
This receipt has been sent from an unmonitored email account.
Do not reply to this email.

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Mobile :
Bill Date: October 17, 2015
DIANNE ROUSSON
 Mobile Ref.
 Learning Services

Account #
 Next Bill Date: November 17, 2015

1505of 1977

CURRENT CHARGES for

Monthly charges billed to Nov 16, 2015

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
Etelesolv	\$1.25	
less 100.00% Promotional Discount	-1.25	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

FOR YOUR INFORMATION...	
Discount Summary	
Total discounts	\$103.75
Total this month	\$103.75
Usage Summary	
	<i>min:sec</i>
Weekday	287:19
Weekend	12:28
Weeknight	1:45
Total time used	301:32
Event Summary	
Total Events	737
Total this month	\$0.00
Packet Plan Usage Summary	
Total megabytes	93.8499
Total this month	\$0.00

Mobile
Bill Date: October 17, 2015
DIANNE ROULSON
Mobile Ref.
Learning Services

Account #
Next Bill Date: November 17, 2015

1506of 1977

CURRENT CHARGES for

Usage and long distance

250 Anytime minutes Local Calling		
@\$.00/minute	160:32 min:sec	0.00
Email& Internet BlackBerry 1GB Data Usage		
@\$.00/MB	93.8499 MB	0.00
Business Anytime Unlmt. Nights & Wknds Unlimited Usage		
@\$.00/minute	14:13 min:sec	0.00
6pm to 8pm Calling Unlimited Usage		
@\$.00/minute	20:47 min:sec	0.00
Bell to Bell Calling 10 - Mob Bell Mobility to Bell Mobility		
@\$.00/minute	106:00 min:sec	0.00
Free Bell Message	34 events	0.00
Text message	30 events	0.00
Picture/Video messaging	11 events	0.00
Travel text saver Unlimited Incoming Messages		
	295 events	0.00
Can-Can/US Text - Unlimited Incl. Messages		
	367 events	0.00
Long distance		2.17
Taxes		
GST		2.71
Total current charges		\$56.82

Mobile
Bill Date: September 17, 2015
DIANNE ROUSON
Mobile Ref.
Learning Services

Account #
Next Bill Date: October 17, 2015

1519 of 1986

CURRENT CHARGES for

Monthly charges billed to Oct 16, 2015

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
Etelesolv	\$1.25	
less 100.00% Promotional Discount	-1.25	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

FOR YOUR INFORMATION...	
Discount Summary	
Total discounts	\$105.00
Total this month	\$105.00
Usage Summary	
	<i>min:sec</i>
Weekday	75:25
Weekend	16:35
Weeknight	1:51
Total time used	93:51
Event Summary	
Total Events	567
Total this month	\$0.00
Packet Plan Usage Summary	
Total megabytes	49.6985
Total this month	\$0.00

Mobile
Bill Date: September 17, 2015
DIANNE ROULSON
Mobile Ref.
Learning Services

Account #
Next Bill Date: October 17, 2015

1520of 1986

CURRENT CHARGES for

Other charges and credits

Etelesolv	Aug 17 to Sep 16	\$1.25	
less 100.00% Promotional Discount		-1.25	0.00

Usage and long distance

250 Anytime minutes Local Calling			
@\$.00/minute	61:53 min:sec		0.00
Email& Internet BlackBerry 1GB Data Usage			
@\$.00/MB	49,6985 MB		0.00
Business Anytime Unlimtd. Nights & Wknds Unlimited Usage			
@\$.00/minute	18:26 min:sec		0.00
6pm to 8pm Calling Unlimited Usage			
@\$.00/minute	3:32 min:sec		0.00
Bell to Bell Calling 10 - Mob Bell Mobility to Bell Mobility			
@\$.00/minute	10:00 min:sec		0.00
Free Bell Message	12 events		0.00
Text message	15 events		0.00
Picture/Video messaging	20 events		0.00
Travel text saver Unlimited Incoming Messages			
	260 events		0.00
Can-Can/AJS Text - Unlimited Incl. Messages			
	260 events		0.00
Long distance			1.12

Taxes

GST			2.65
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Total current charges **\$55.71**