

expense | monthly tracking report

claimant | McLeod, Sheila

position | Director, Learning

level | Director

reporting period | May 1 to June 30, 2016

date of report | August-15-16



**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
CAPS-I Trade Mission and Agent Fair Madrid/Hamburg	05/24/2016	Airfare international and internal flights	\$2,072.93	travel	BUS airfare/bus/rail
CAPS-I Trade Mission and Agent Fair Madrid/Hamburg	05/26/2016	Train ticket - Madrid	\$51.95	travel	BUS airfare/bus/rail
CAPS-I Trade Mission and Agent Fair Madrid/Hamburg	05/30/2016	Taxis at destination	\$116.90	travel	BUS airfare/bus/rail
CAPS-I Trade Mission and Agent Fair Madrid/Hamburg	06/01/2016	Taxi in Calgary	\$43.10	travel	BUS airfare/bus/rail
CAPS-I Trade Mission and Agent Fair Madrid/Hamburg	06/01/2016	Accomodations	\$1,583.27	travel	BUS accommodation
CAPS-I Trade Mission and Agent Fair Madrid/Hamburg	05/27/2016	Agent lunch	\$76.83	hospitality	BUS food/non alcoholic beverage
CAPS-I Trade Mission and Agent Fair Madrid/Hamburg	06/01/2016	Meals per diem	\$133.00	travel	BUS food/non alcoholic beverage
Hosting parent of international	05/23/2016	Lunch	\$13.81	hospitality	BUS food/non alcoholic beverage
Hosting Japanese Agent	06/28/2016	Lunch	\$50.12	hospitality	BUS food/non alcoholic beverage
Bell Monthly	05/17/2016	Cell Phone	\$56.37	other disclosed	telecom/cell phone
Bell Monthly	06/17/2016	Cell Phone	\$56.37	other disclosed	telecom/cell phone

Subject:

Air Canada - 24-May: Calgary - Madrid

777777

Booking Information

Booking Reference: [Redacted]

Customer Care
Air Canada
1-888-247-2262
Flight Arrivals and
Departures
1-888-422-7533

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

Main Contact:
Ms Sheila Mcleod
smmcleod@cbe.ab.ca
Mobile:
Home:
Work:

[Redacted]

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC844	Calgary (YYC) Tue 24-May 2016 17:50	Frankfurt, Frankfurt Int'l (FRA) Wed 25-May 2016 10:55 - Terminal 1	0	14hr00	789	Premium Economy (lowest) N	M,K
AC9284	Frankfurt, Frankfurt Int'l (FRA) Wed 25-May 2016 13:15 - Terminal 1	Madrid (MAD) Wed 25-May 2016 15:50 - Terminal 2	0		319	Premium Economy (lowest) B	

Flight AC9284 is operated by Lufthansa or LH City Line. Please check in directly at the Lufthansa or LH City Line counter. Certain smaller carriers conduct airport operations through the ticketing counters of larger airlines.

Premium Economy Class is not available or not offered on flight AC9284¹, segment FRA-MAD. You will be seated in Economy class.

	Hamburg, Fuhlsbützel (HAM)	London, Heathrow (LHR)				Premium Economy (lowest), B
AC6969 ²	Wed 01-Jun 2016 07:30 - Terminal 2	Wed 01- Jun 2016 08:10 - Terminal 2	0	15hr25	320	



Flight AC6969 is operated by EUROWINGS. Please check in directly at the WetLease, Eurowings counter. Certain smaller carriers conduct airport operations through the ticketing counters of larger airlines.

	London, Heathrow (LHR)	Calgary (YYC)				Premium Economy (lowest), N	
AC851	Wed 01-Jun 2016 13:05 - Terminal 2	Wed 01- Jun 2016 14:55	0		789		M,S



Premium Economy Class is not available or not offered on flight AC6969², segment HAM-LHR. You will be seated in Economy class.

S: Snack or Brunch M: Meal (Non-Specific) K: Continental breakfast

Operated by:

¹ Lufthansa or LH City Line

² EUROWINGS

Passenger Information

T: Ms. Sheila McLeod - Adult (16+), Ticket Number: 014216075746162

Air Canada - Meal Preference: Regular

Payment Card: xxxx-xxxx-xxxx Special Needs: None

Seat Selection: None

Purchase Summary

Fare Summary

Passenger Type	Adult
Air Transportation Charges	
Base Fare	1076.48
Surcharges	14.52
Carrier surcharges	395.00

Taxes, Fees and Charges	
<u>Canada Airport Improvement Fee:</u>	30.00
U.K. Passenger Service Charge	58.78
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	1.50
Germany Air Transport Tax	61.14
Germany Arpt. Security Charge	21.24
Germany Intl. Psgr. Service Tax	46.16
<u>Air Travellers Security Charge (ATSC)</u>	25.91
Total before options (per passenger)	<u>1731.73</u>
Number of passengers	x 1
Total with options	<u>1731.73</u>
Travel Insurance (declined)	<u>0.00</u>
Grand Total - Canadian dollars	\$1731.73

Payment Information

Credit/Debit Card xxxx-xxxx-xx, amount paid: \$1731.73
The following amount (tax inclusive) will appear on your credit card or debit card statement:


Air Canada: \$1731.73 (Air Transp. Charges - per adult)


Ticket number(s): 0142160757461-62


Subject:


Your SWISS flight MAD-HAM on 28/05/2016


Flight information


 **Outbound flight**
Madrid (MAD) - Hamburg (HAM)


Sat 28/05/2016 10:00 MAD  12:15 ZRH
Departure from Madrid


 **LX 1052** Classic - T
Classical Swiss Airline


Sat 28/05/2016 13:45 ZRH  15:15 HAM
Arrival in Hamburg


 **LX 1052** Classic - T
Operated by SWISS

 **Return flight**
Hamburg (HAM) - Madrid (MAD)

Thu 23/06/2016 09:45 HAM  11:10 ZRH
Departure from Hamburg



 **LX 1052** Light - K
Operated by SWISS

Thu 23/06/2016 12:25 ZRH  14:50 MAD
Arrival in Madrid

 **LX 1052** Light - K
Operated by SWISS



Selected services

NAME	TICKET	SERVICES	PRICE/EUR
Sheila Mcleod		 Fare	101,00
		International Surcharge	36,00
		Airport taxes	77,79
		SWISS Service Fee	6,00
		 Seat Reservation	0,00
			220,79
Grand total			EUR 220,79

BAD

341.20 CDN

2

Localizador

renfe

Num. Billete:

Tarifa PROMO

Combinado Cercanías: TXY4



Salida	MADRID-P.A	26/05/2016	15:05
Llegada	TUDELA NAV	26/05/2016	17:15
ALVIA	00609	Preferente	
Coche	1	Plaza: 05B	

No incluye restauración a la plaza.

Total: 35,55 € IVA(10%) 3,23 €

Gastos de gestión: 0.00 €

T. C.: 373-002

NO REEMBOLSABLE
Esta tarifa no permite cambios ni anulaciones

51.95 CDV

Cierre del acceso al tren 2 minutos antes de la salida

03:06:01 15/05/2016

No incluye franquicia de aparcamiento (excepto clientes +Renfá)

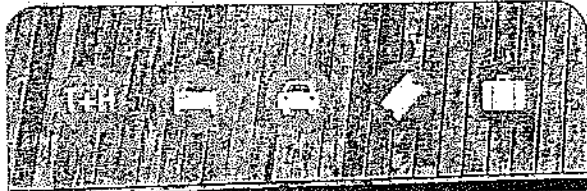


Tasa de Seguridad, S.O.V., S.R.C. e I.V.A. Incluidos 0605261325 C.I.F.: A86666189

Mantenga la integridad de toda la hoja, sin cortar ninguna de las zonas impresas.

EXTRACTO DE LAS CONDICIONES DE VIAJE:

- Este billete constituye su contrato de transporte, consérvelo hasta el final del viaje.
- Es obligatorio presentar los documentos que acrediten descuentos. Los Bonos/Abonos junto a las formalizaciones. Se podrá solicitar un documento de identificación válido.
- Renfe tiene establecidos diferentes compromisos de puntualidad y calidad en todos sus trenes, en caso de incumplimiento de estos, tendrá derecho a la indemnización correspondiente.
- Como máximo 3 bultos de equipaje de mano. La suma del peso de los 3 no superará los 25 kg., ni la suma de sus dimensiones los 290 cm. El mayor de ellos no debe superar 85 x 55 x 35 cm.
- También, las sillas y coches portabebé, que deberán ser plegados a bordo. Los instrumentos musicales en una funda y que no superen 30 x 120 x 38 cm. Las bicicletas plegadas y desmontadas en su funda, y sus tres dimensiones no superarán los 180 cm. En trenes de Media Distancia Convencional no es necesario que la bicicleta viaje dentro de una funda.
- Solamente se podrá transportar un equipaje especial por viajero, más un solo equipaje de mano que no supere las dimensiones de 55 x 35 x 25 cm. Para más información www.renfe.com
- Servicio cubierto por S.O.V. y S.R.C.
- Condiciones Generales de los Contratos de Transporte www.renfe.com



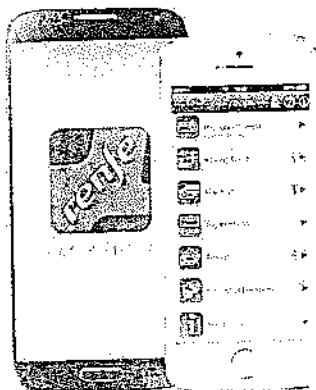
A partir de ahora en renfe.com
lo tienes todo para viajar:
trenes, hoteles, coches, ocio
y además con nuestro programa
de fidelización consigue
puntos Renfe
con estas compañías:



Basquias

renfe Viajes

Descarga ya la App Renfe Ticket



Renfe pone a disposición de sus clientes una app en para la compra de billetes a través de dispositivos móviles iPhone y Android.
Puedes descargar esta aplicación desde este código QR.



Más información en www.renfe.com

00609 60000-81202 26/05/2016 Preferente 1-05B 135,35,55 €

7387100645178 Id. Compra DJRLZ5





For more information, visit www.xe.com

XE Currency Converter

35.55 EUR = 51.9460 CAD

Euro ↔ Canadian Dollar

1 EUR = 1.46121 CAD 1 CAD = 0.684364 EUR

Mid-market rates: 2016-06-02 20:39 UTC

XE Market Analysis

North American Edition

2016-06-02 10:24 UTC

The dollar traded softer today following a run of data this week that has failed to ignite expectations for the Fed to hike as soon as the mid-June FOMC. EUR-USD lifted to a one-week peak at 1.1220 in lackadaisical trade ahead of the ECB announcement, which should be a non-event for markets as the central bank is an affirmed wait-and-see stance. Sub-forecast Eurozone PPI data had little impact. The yen, meanwhile, rose against the dollar for a second ... [Read More >](#)

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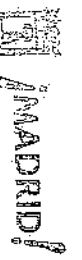
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Nº de licencia de taxi:

Nº de licencia de taxi:

A 00000000

RECIBO OFICIAL

con D.N.I. _____

recibido de Don/Doña: _____ euros por el servicio de taxi siguiente:

cantidad de 10€

hora de inicio _____ hora final _____

origen _____ destino _____

placa: 26-S-7816

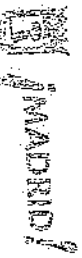
TARIFA DE LA TARIFA (incluido IVA) EUROS

TITULAR DE LA LICENCIA
NOMBRE Y APELLIDOS: _____

Suplemento por: _____
Suplemento por: _____
Suplemento por: _____
Suplemento por: _____
TOTAL TARIFA (incluido IVA): 10€

N.I.F. _____

Nº de licencia de taxi:



Nº de licencia de taxi:

B 00000000

RECIBO OFICIAL

con D.N.I. _____

He recibido de Don/Doña: _____ euros por el servicio de taxi siguiente:

cantidad de _____

origen _____ destino _____

placa: 27-5-2018

TITULAR DE LA LICENCIA
NOMBRE Y APELLIDOS: _____

Suplemento por: _____

Suplemento por: _____

Suplemento por: _____

Suplemento por: _____

Suplemento por: _____

TOTAL TARIFA (incluido IVA): _____

TACH
TAXI & KEZSHOP

Sie möchten gut und günstig Autoteile oder Ersatzteile in Hamburg kaufen? Dann sind Sie bei uns genau richtig!

Telefon: 040-500 99 570

Wir sind Mitglied im Verbund freier Taxi- und Mercedeshändler und nicht nur bei Taxifahrern die 1. Wahl wenn es um gute Qualität zu kleinen Preisen geht!

Bitte nicht rauchen! Bitte keine Alkohol trinken!

www.Taxis1924.com

Taxenaufsicht: Behörde für Wirtschaft, Verkehr und Innovation. Rechtsamt - Verkehrsgewerbeaufsicht, Alter Steinweg 4, D-20459 Hamburg Fax: 040/4279-41002 E-mail: verkehrsgewerbeaufsicht@bwwi.hamburg.de

Funk.-Nr.	Rg.-Nr.	Konz.-Nr.
Rechnung		
Konting.		
IMK: 7% / 19% MwSt.		
Von Herrn Frau	Firma	
für eine Stadtfahrt / Botenfahrt / Krankenbeförderung		
von	nach	
In bar / per-Ed.-denkenderhalten		
Taxenb.-Nr. _____		
Datum: 28.05.2018		
Stempel: Steuernummer, Unterschrift		
www.Hamburger-Taxi.info		

Nº de licencia de taxi:



Recibo número: B5612522

RECIBO OFICIAL

He recibido de Don / Doña: _____

con D.N.I. _____

la cantidad de _____ euros por el servicio de taxi siguiente:

Origen _____

Hora de inicio _____

Destino: 7/105/16

Hora final _____

Fecha: 27/05/18

DETALLE DE LA TARIFA (incluido IVA) EUROS

TITULAR DE LA LICENCIA
NOMBRE Y APELLIDOS: _____

Suplemento por: _____

Suplemento por: _____

Suplemento por: _____

Suplemento por: _____

Suplemento por: _____

TOTAL TARIFA (incluido IVA): _____

N.I.F. _____

XE Currency Converter

4

80.00 EUR = 116.889 CAD

Euro → Canadian Dollar

1 EUR = 1.46112 CAD 1 CAD = 0.684408 EUR

Mid-market rates: 2016-06-02 20:09 UTC

- 0.00 C
- 10.00 +
- 10.00 +
- 15.00 +
- 15.00 +
- 30.00 +
- 30.00 +

116.90 CAD

KÖYLÜCE
TAXEN-HAMBURG

- STADTFAHRTEN
- FERNFAHRTEN
- KURIERFAHRTEN
- KRANKENFAHRTEN

HAUPTSITZ:
Köylüce Taxen-Hamburg
Grassmannweg 1b
22119 Hamburg

ZWEIGSTELLE:
Steilshooperstraße 309b
22309 Hamburg
Tel.: 040/298 107 21
Fax: 040/298 107 18

QUITTUNG

BETRAG

300,-

6109 2016-06-02 10:24 UTC
Konzessions-Nr.

expectations for the Fed to
kadaistical trade ahead
s an affirmed wait-and-
against the dollar for a

inkl. 7% MwSt.
 inkl. 19% MwSt.

Name _____

von _____

nach _____

ce works with your

Hamburg, den 07.06.16

Betrag dankend erhalten



ST.-NR. 46/125/00857

taxi@kth-hamburg.de
www.kth-hamburg.de

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3

ASSOCIATED CAB.
ALLIED LIMOUSIN
307-41 AVENUE NE
CALGARY AB T2E 2N4
(403) 299-1111

SALE

MID: 1189233
TID: K1189233 REF#
Batch #: 154 SEQ: 154001001005
06/01/15 16:03:53
APPR CODE: 180353
MASTERCARD
*****5165C

AMOUNT \$38.10
TIP \$5.00
TOTAL \$43.10

00 - APPROVED - 001

SIGNATURE NOT REQUIRED

MasterCard
AID: A0000000041010
TVR: 00 00 00 80 00
TSI: E8 00

CARDHOLDER ACKNOWLEDGES RECEIPT
OF ABOVE AMOUNT SERVICES TO THE
AMOUNT OF THE TOTAL SHOWN ABOVE

THANK YOU

MERCHANT COPY

RESERVATION VOUCHER - HOTEL PETIT PALACE PUERTA DEL SOL
VIA WEB CORPORATIVE

Your reservation status is: **MODIFIED**

Booking Number:

Hotel information

Hotel name: Hotel Petit Palace Puerta del Sol
Reservations e-mail: puertadelsol@petitpalace.com
Telephone: +34 915 210 542
Address: C/ Arenal, 4 (Esquina con Puerta del Sol), Madrid

Booking date: 04/04/2016

Personal information

Reservation Holder: Sheila McLeod
E-mail: Smmcleod@cba.ab.ca
Arrival time: 14:00:00
Country: Canada
Postal Code: T1P1K8

Your reservation

Room	Check in	Check out	Board	Nights	Occupancy	Rate	Price
1 - Double rooms	25/05/2016	26/05/2016	Bed & Breakfast	1		Standard Rate	€ 157.50

TAXES INCLUDED

TOTAL AMOUNT: € 157.50

Discount applied: 0.0%

Cancellation policy conditions

Double rooms (Bed & Breakfast)

- Description: - If you cancel or modify your reservation 24 hours prior to arrival, NO charges will apply - If canceled or modified after the deadline it will be charged 100% of the first night. In case of no show will be charged 100% of the first night - When booking more than 5 rooms, special conditions and supplements may apply
- Release: 1 days.

Payment confirmation

Payment at hotel (without CVC) (We need credit card only as guarantee will not be charged anything now)

- Card holder: S M
- Type of card: Master Card
- Card number: ****

Rate Description

Standard Rate

Used rates

Room 1	Day	Rate	Price
Double rooms	25/05/2016	Standard Rate	€ 157.50 TAXES INCLUDED

285.22 CBN

BMO

Sheila Mcleod
 Canada:

Room No./Nº Habit. :
 Persons/Personas : 1 (0)
 Arrival/Llegada : 26-05-16
 Departure/Salida : 27-05-16
 Page No./Nº Páginas : 1 of 1
 Cashier No./Cajero :
 User ID/Usuario :

COPY OF INVOICE

Date/Día : 27.05.16

Folio No. /Nº Factura :

D.N.I./Passport :

Conf. No./NºConf :
 V.A.T. Nº/C.I.F :

Date/Día	Text/Descripción	Charges/Cargos EUR	Credits/Créditos EUR
26-05-16	Package	119.00	
26-05-16	VAT 10%	11.90	
27-05-16	Minibar Manual (1x (12.00))	3.00	
27-05-16	Master Card / Euro Card		133.90
Total:		133.90	133.90
Balance		EUR	0.00
Total Factura / Invoice		EUR	133.90
Net Amount / Base Imponible.	EUR	121.73	VAT 10% EUR 12.17
Net Amount / Base Imponible.	EUR	0.00	EUR 0.00
Net Amount / Base Imponible	EUR	0.00	

Fee/ the City.

****Operaciones aseguradas por Crédito y Caución****

200.68 CDN
 BMO

TAX ID:

ID:

AR No.

Voucher:

Sheila Jane McLeod
Canada

INVOICE

Huésped/Grupo Guest/Group	Llegada Arrival	Salida Departure	Hab. Room	Pax	Fecha Factura Invoice No.	No. Factura Invoice No.	Pag.
McLeod, Sheila Jane	27-05-16	28-05-16	509	1 / 0	28-MAY-16		1 / 1

Fecha/Date	Descripción/Description	Cargos/Debits	Abonos/Credits
27-05-16	Room & Breakfast	149.40	
28-05-16	MasterCard		149.40
Total		149.40	149.40
Pending		0.00	EUR

Impuestos Taxes %	Base Impon. Net Amount EUR	IVA VAT Amount EUR
10% IVA	135.82	13.58

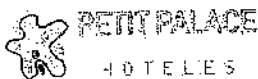
BMO 223.92
CDN

Petit Palace Puerta del Sol

C/ Arenal, 4 (Esquina con la Puerta del Sol) 28013 Madrid

+34 915 210 892 +34 915 210 891

puertadelcol@petitpalace.com



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Thanks for sharing your experience

HOTEL PUERTA DEL SOL, S.A. Registrado Mercantil de Madrid. Tomo 13010. Folio 105. Sección 8. Págs. 1631-172. Inscripción 1ª. C.I.F. A-80950136. Dirección Fiscal Calle Arenal, 4. 28013 Madrid

Subject:

FW: Le MERIDIEN Reservator

Exploration Awaits

Le MERIDIEN

Le Méridien Hamburg

An der Alster 52-56

Hamburg, 20099 Germany

Phone: (49)(40) 2100 0 Fax: (49)(40) 2100 1111

Confirmation: 441626779.

Member Name: SHEILA MCLEOD

SPG Number: xxxxx

Starpoint Balance:

[Login to Your Account](#)

Your Schedule:

Check In 28-MAY-2016 - 3:00 PM *

Check Out 01-JUN-2016 - 12:00 PM *

Number of 1
Rooms

Number of 1
Guests

* Indicates standard hotel check-in and check-out times and does not reflect special arrangements made with the hotel.

Please do not reply to this e-mail. It is a post-only email and responses will not be monitored. If you need to modify or cancel your reservation, please refer to the disclosure section below for additional instructions

Your Accommodations: Room 1 of 1

Guest Name SHEILA MCLEOD

Number of Adults 1

Number of Children 0

Room Description

Superior Non-smoking: 2 Single Beds

- 409 sq ft/38 sq m
- Quiet Located Courtyard View
- Free Wi-fi And Bottled Water
- Ipod Dock
- 42 Hd Flat Tv/entertainment System
- Smoke-free

Your Rate

Rate Details

Government And Active Military Rate - Id Required.
Not Valid For Government Contracted Vendors.
Guests Must Be Government Employees Or Active
Military And Must Show Valid Government
Identification At Check In. Not Valid For
Government-contracted Vendors.

	Avg Est Room Total per Night*	Est Total for Your Stay* 1 Room, 4 Nights
Room Rate	EUR 158.00	EUR 632.00

Room rate includes the following:

Vat:

7.00 % Per Room / Per Night

Estimated Total*:	EUR 158.00	EUR 632.00
-------------------	---------------	---------------

923.45 CDN



For more information, visit www.xe.com

XE Currency Converter

632.00 EUR = 923.453 CAD

Euro ↔ Canadian Dollar

1 EUR = 1.46116 CAD 1 CAD = 0.684388 EUR

Mid-market rates: 2016-06-02 20:40 UTC

XE Market Analysis

North American Edition

2016-06-02 10:24 UTC

The dollar traded softer today following a run of data this week that has failed to ignite expectations for the Fed to hike as soon as the mid-June FOMC. EUR-USD lifted to a one-week peak at 1.1220 in lackadaisical trade ahead of the ECB announcement, which should be a non-event for markets as the central bank is an affirmed wait-and-see stance. Sub-forecast Eurozone PPI data had little impact. The yen, meanwhile, rose against the dollar for a second. ...[Read More](#) ▶

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- ✦ Rates for every world currency
- ✦ Accuracy with proprietary rates
- ✦ Choose frequency of updates

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AGENT LUNCH SPAIN
REST. SABOYA 21

REST. SABOYA 21
C/ MADRIDAN, n°34 0250500
IVA 10%

RESA
PROFORMA
MTC 27 MAY 2011 10:11

Quant.	Descripcion	P.U.	Total
2	MENU DEL DIA	15,00	30,00
1	CAFE	1,60	1,60
1	ESPANACI DE CARAZONA	15,00	15,00
	SUB TOTAL		46,60
	IVA10%		4,66
	TOTAL		51,26

GRACIAS POR SU VISITA

VENDEDOR

CAJA

1

8MO-

76.83 CAJ



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: June 7, 2016

Employee's Name Sheila McLeod Vendor #: _____

School / Department to mail cheque to Global Learning

Purpose of Trip / Name of Conference Agent Visit & CAPS-I Trade Mission 2016

Departure and Return Dates May 24 - June 1, 2016 Destination: Madrid, Spain & Hamburg, Germany

Description of Expenses (Please attach receipts)	Total Cost (Canadian Dollars)	Exchange Rate <small>(for information purposes)</small>	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	5.00				
▪ Taxi/Shuttle Bus/Car Rental in Calgary					
▪ Taxi/Shuttle Bus/Car Rental at Destination					
▪ Personal Vehicle <u>63</u> km @ 50¢/km <small>(submit on Km Payment Form to Payroll)</small>					Send original to Payroll for payment
Accommodations at Single Rate					
\$ _____ @ _____ Nights					
Meals (including tips) (excluding meals covered by Conference or Others)					
▪ Breakfast <u>1</u> @ \$12.00	12.00			12.00	
▪ Lunch <u>1</u> @ \$17.00	17.00			17.00	133.00
▪ Dinner <u>4</u> @ \$26.00	104.00			104.00	
▪ Or Actual Expense:					
Telecommunication Charges (Internet, phone calls)					
Parking - in Calgary					
Parking - at Destination					
Other - Provide Details					
TOTAL COST OF TRIP					
CASH ADVANCE IF ANY-Ref #					
AMOUNT DUE TO (OWING BY) CLAIMANT					
GST Breakout Area					

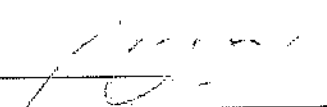
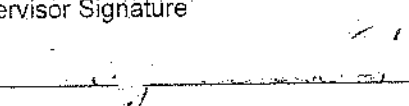
I certify that the above claim is correct:

Sheila McLeod Sheila McLeod

Claimant's Signature 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.

Missing receipt form

Employee Name				
Sheila McLeod				
Department / School				
Global Learning				
Merchant Name	Transaction Date			Transaction Amount
	YYYY	MM	DD	
	2 0 1 6	05 06	23 16	13.81
<p>Description of purchase:</p> <p>Hosting parent of International student.</p> <p>Reason detailed receipt / documentation is not available:</p> <p>Receipt has been misplaced</p>				
<p>Cardholder Missing Receipt Acknowledgement</p> <ul style="list-style-type: none"> The information provided is a true and accurate description of the details of the purchase 				
Cardholder Signature				Date
				YYYY MM DD
				20 16 06 16
SUPERVISOR				
I have accepted the cardholder's explanation of the receipt loss and / or inability to obtain a detailed receipt				
Supervisor Signature			Date	
			Date	
			June 21 / 16	

LAURIER LOUNGE INC.
1111 7 STREET SOUTH WEST
CALGARY AB

Japanese agent

2031-MARK

CARD **** *5165
CARD TYPE MASTERCARD
DATE 2016/06/27
TIME 5101 12:37:05
CLERK ID 29
RECEIPT NUMBER
C82017346-001-001-714-0

Laurier Lounge

1111 7th StreetSW
Calgary, Alberta
T2R-1A1
403-228-3771

Table #101

Trans#: 27/06/2016 12:31 PM
Serv: Heather # Cust:3

PURCHASE
AMOUNT \$43.58
TIP \$6.54
TOTAL

\$50.12

Quan Descript Cost

1 Coke \$3.50
1 Yogi Bowl \$14.00
1 Quinoa Salad \$14.00
1 Big Poutine \$10.00

Net Total: \$41.50
GST \$2.08

MasterCard

0000008000-E800

TOTAL: \$43.58

Amount Due: \$43.58

Food: \$41.50

Thank You - Merci
Please Come Again

GST# 813047271

APPROVED

AUTH# 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORD

Mobile
Bill Date: May 17, 2016
SHEILA MCLEOD
Mobile Ref.
Global Learning

Account #
Next Bill Date: June 17, 2016

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CURRENT CHARGES for [redacted] (continued)

Messaging Pack Unlimited Incoming Messages		
	13 events	0.00
Taxes		
GST		2.68
<hr/>		
Total current charges		\$56.37

000044-010514

Mobile S
Bill Date: April 17, 2016
SHEILA MCLEOD
Mobile Ref. 9031-CELLDIR
Global Learning

Account #
Next Bill Date: May 17, 2016

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CURRENT CHARGES for ~~9031-CELLDIR~~ (continued)

Corporate Text Flex Zone2	Mar 17 to Apr 16	0.00
Corporate Text Flex Zone1	Mar 17 to Apr 16	0.00
Corporate Data Flex Zone 3	Mar 17 to Apr 16	0.00
U.S. Travel -Calling \$0.20/min	Mar 17 to Apr 16	0.00
Corporate Voice Flex Zone3	Mar 17 to Apr 16	0.00
Corporate Voice Flex Zone2	Mar 17 to Apr 16	0.00

Taxes

GST	2.68
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Total current charges **\$56.37**

