

# expense | monthly tracking report

claimant | McGuire, Susan  
position | Director, Human Resources  
level | Director  
reporting period | November 1 to December 31, 2018  
date of report | February 8, 2019



**Calgary Board  
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Cell phone	11/17/2018	Terminate Liability Charge	\$606.12		telecom/cell phone
Mount Royal University	11/23/2018	Employee Relations Course	\$420.00		PD course or registration fee

7K00WUHG

**Mobile**  
**Bill Date: November 17, 2018**  
**Susan McGuire**  
**Mobile Ref.**  
**Human Resources**

**Account #**  
**Next Bill Date: December 17, 2018**

**27 of 1604**

**CURRENT CHARGES for**

**Other charges and credits**

Termination Liability Charge 577.21

**Usage and long distance**

1GB Shared Data - BlackBerry Data Usage  
 @\$.00/MB 542.9355 MB 0.00

Unlimited Local Talking Unlimited Usage  
 @\$.00/minute 116:00 min:sec 0.00

1GB Shared Data - BlackBerry Data Usage  
 @\$.02/MB 2.7031 MB 0.05

Free Bell Message 16 events 0.00

Text message 7 events 0.00

Roam flex Zone 1 - Text Unlimited Incoming Messages  
 232 events 0.00

Messaging Pack Unlimited Incl. Messages  
 263 events 0.00

**Taxes**

GST 28.86

**Total current charges \$606.12**

<b>FOR YOUR INFORMATION...</b>	
<b>Usage Summary</b>	
	<i>min:sec</i>
Weekday	99:00
Weekend	16:00
Weeknight	1:00
<b>Total time used</b>	<b>116:00</b>
<b>Event Summary</b>	
Total Events	518
Total this month	\$0.00
<b>Packet Plan Usage Summary</b>	
Total megabytes	545.6386
Total this month	\$0.05



000039-009181 32\_15\_837 6

Susan McGuire

STUDENT ID: [REDACTED]

[REDACTED]

[REDACTED]xt:

CRN: 90108

COURSE: XADM 10013

SECTION: 1

TITLE: Employee Relations

REGISTRATION DATE: 17-AUG-2018

DATES	DAYS	TIME	ROOM	SITE/ADDRESS
22-NOV-2018 to 23-NOV-2018	R F	08:30am-05:00pm	EC2045	Lincoln Park Campus 4825 Mount Royal Gate SW

Comments: Review your Student Information site for required course information: [mru.ca/cestudent](http://mru.ca/cestudent)  
For questions about your course, please contact: [cebusiness@mtroyal.ca](mailto:cebusiness@mtroyal.ca)  
Required text: M. Belcourt; G. W. Bohlander; S. Snell; P. Singh; S. Morris (2016). Managing Human Resources. Nelson Education, 8th edition. Available at the MRU Bookstore.  
Additional course materials available four (4) days prior to course start on Blackboard; please bring an electronic or printed copy to class.  
Student Information page: [mru.ca/cestudent](http://mru.ca/cestudent)

FEES	GST	TOTAL AMOUNT
\$ 420.00	\$ 0.00	\$ 420.00

Please Print this Confirmation of Registration and bring to your first class.

**Internet Access to Registration, Grades, and Unofficial Transcripts**

Go to [www.mtroyal.ca](http://www.mtroyal.ca) and select the MyMRU Link.

New to Online Learning? Try our free Online Course Tutorial to increase your confidence - more information at [conted.mtroyal.ca/onlinetutorial](http://conted.mtroyal.ca/onlinetutorial).

**Withdrawal Policy**

To be eligible for a refund, **written withdrawal** from a course/seminar must be received **no later than 4 working days before the start date** (excluding Saturdays, Sundays and Statutory Holidays). Written withdrawal received less than 4 days is not eligible for a refund. Withdrawals may be submitted by **E-mail**: [ceregservices@mtroyal.ca](mailto:ceregservices@mtroyal.ca) Fax: 403.440.6743, **mail**, or **in-person**. Please quote: student ID number, CRN (Course Reference Number), course name, course start/end dates, full legal name, date of birth, address, phone number. All withdrawal refunds are subject to an administration fee of 10% of course tuition (max. \$50). Some courses or programs have special withdrawal/refund policies that supersede this Withdrawal Policy as stated on the confirmation of registration letter.

**Withdrawal Policy - Special Course/Program**

Select courses/programs have different withdrawal policies as stated on the confirmation of registration letter. To be eligible for a refund, **written withdrawal** from a distance-delivered course/program or full-time certificate/diploma program must be received **no later than 10 working days before the start date** (excluding Saturday, Sunday and statutory holidays). Written withdrawal received less than 10 days are not eligible for a refund. Withdrawals may be submitted by **E-mail**: [ceregservices@mtroyal.ca](mailto:ceregservices@mtroyal.ca) Fax: 403.440.6743, **mail**, or **in-person**. Please quote: student ID number, CRN (Course Reference Number), course name, course start/end dates, full legal name, date of birth, address, phone number.

All withdrawal refunds are subject to an administration fee of 10% of course tuition (max. \$50/course).

**Income Tax Receipts**

Courses taken at a post-secondary institution may be eligible for income tax credit. Effective the 2003 tax year, T2202A forms for eligible tuition and education amounts will be available annually by the last business day of February. Retrieve your tax form by going to ([www.mtroyal.ca](http://www.mtroyal.ca)), select the MyMRU Link and follow the appropriate steps to ensure your account is active, once you are logged in, click on the Student Tax Information Link for details. Should you have difficulty accessing the Web, please contact the Help Desk at 403.440.6000.

**Online Registration**

For online registration, please visit: <http://www.mtroyal.ca/ProgramsCourses/ContinuingEducation/register/#online>. Your PIN will be initially set to your birth date in the format YYMMDD.

**PRIVACY:** The information that you provide to Mount Royal University when you register for Continuing Education courses is collected under the authority of the Post-Secondary Learning Act and Freedom of Information and Protection of Privacy Act in the Province of Alberta, Section 33(c). This information will be used for academic administration, the administration of Mount Royal support services, scholarship and financial aid awards, marketing and recruitment activities. Your personal information is protected and can be reviewed upon request. The complete statement and further contact information is available at [conted.mtroyal.ca/cefoip](http://conted.mtroyal.ca/cefoip)