

# expense | monthly tracking report

claimant | McLeod, Sheila

position | Director, Learning

level | Director

reporting period | November 1 to December 31, 2018

date of report | February 8, 2019



**Calgary Board  
of Education**

| Description   | Date<br>(mm/dd/yyyy) | Details and/or Rationale             | Amount (CDN\$) | Category        | Expense Type                    |
|---|----------------------|--------------------------------------|----------------|-----------------|---------------------------------|
| Edu-Canada Vietnam  | 11/02/2018           | Cell phone - data roaming            | \$120.00       | travel          | telecom/cell phone              |
| Edu-Canada Brazil   | 11/02/2018           | Cell phone - data roaming            | \$36.00        | travel          | telecom/cell phone              |
| Kazakhstan recruitment mission                                  | 11/02/2018           | Cell phone - data roaming            | \$48.00        | travel          | telecom/cell phone              |
| Cell phone  | 11/17/2018           | Monthly service plan                 | \$56.37        | other disclosed | telecom/cell phone              |
| Alberta Education International<br>Education Advisory- Edmonton | 12/04/2018           | Courtyard Marriott Edmonton downtown | \$156.06       | travel          | BUS accommodation               |
| Alberta Education International<br>Education Advisory- Edmonton | 11/28/2018           | Red Arrow - Edmonton return          | \$152.00       | travel          | BUS airfare/bus/rail            |
| Alberta Education International<br>Education Advisory- Edmonton | 12/04/2018           | Per diem meals                       | \$64.00        | travel          | BUS food/non alcoholic beverage |
| Cell phone  | 12/17/2018           | Monthly service plan                 | \$56.37        | other disclosed | telecom/cell phone              |

Personal Business Careers



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Viewing 403-  
Account:  
(Change)

## Airtime records

| Current cycle | Previous cycle |
|---------------|----------------|
|---------------|----------------|

[Chat](#)

Cycle: Sep. 28, 2018 - Oct. 27, 2018

Roaming ▼

| Date                  | Duration | Cost    |
|-----------------------|----------|---------|
| Oct. 07, 2018 - 09:20 | 1 min    | \$0.00  |
| Oct. 09, 2018 - 17:35 | 1 min    | \$0.00  |
| Oct. 09, 2018 - 17:41 | 6 min    | \$0.00  |
| Oct. 09, 2018 - 17:46 | 3 min    | \$0.00  |
| Oct. 13, 2018 - 19:43 | 16 min   | \$0.00  |
| Oct. 15, 2018 - 12:59 | 1 min    | \$0.00  |
| Oct. 06, 2018 - 01:12 | 1 min    | \$12.00 |
| Oct. 07, 2018 - 02:19 | 1 min    | \$12.00 |
| Oct. 09, 2018 - 06:30 | 1 min    | \$12.00 |
| Oct. 11, 2018 - 07:20 | 1 min    | \$12.00 |
| Oct. 12, 2018 - 07:42 | 1 min    | \$12.00 |
| Oct. 13, 2018 - 08:04 | 1 min    | \$12.00 |
| Page Total            | 52 min   | Chat    |

| Date                  | Duration | Cost    |
|-----------------------|----------|---------|
| Oct. 14, 2018 - 09:19 | 1 min    | \$12.00 |
| Oct. 15, 2018 - 09:20 | 1 min    | \$12.00 |
| Oct. 16, 2018 - 09:46 | 1 min    | \$12.00 |
| Oct. 17, 2018 - 10:02 | 1 min    | \$12.00 |
| Oct. 07, 2018 - 09:35 | 14 min   | \$35.00 |
| Page Total            | 52 min   |         |

 Download records (.csv)

\$6 120.00

All usage information is approximate. Please refer to your invoice for exact usage and charges.



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Chat

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Chat

| Date                  | Duration | Cost    |
|-----------------------|----------|---------|
| Sep. 20, 2018 - 20:45 | 3 min    | \$0.00  |
| Sep. 20, 2018 - 23:32 | 6 min    | \$0.00  |
| Sep. 20, 2018 - 23:43 | 11 min   | \$0.00  |
| Sep. 21, 2018 - 13:59 | 3 min    | \$0.00  |
| Sep. 21, 2018 - 14:56 | 1 min    | \$12.00 |
| Sep. 22, 2018 - 09:02 | 6 min    | \$0.00  |
| Sep. 22, 2018 - 16:07 | 1 min    | \$12.00 |
| Sep. 23, 2018 - 16:16 | 1 min    | \$12.00 |
| Sep. 24, 2018 - 15:40 | 7 min    | \$0.00  |
| Sep. 24, 2018 - 16:22 | 1 min    | \$12.00 |
| Sep. 24, 2018 - 18:00 | 6 min    | \$0.00  |
| Sep. 24, 2018 - 18:07 | 5 min    | \$0.00  |
| Sep. 24, 2018 - 18:13 | 1 min    | \$0.00  |
| Page Total            | 181 min  | \$36.00 |

Show more

Chat

| Date                  | Duration | Cost   |
|-----------------------|----------|--------|
| Sep. 19, 2018 - 21:06 | 19 min   | \$0.00 |
| Sep. 20, 2018 - 11:13 | 9 min    | \$0.00 |
| Sep. 20, 2018 - 15:09 | 1 min    | \$0.00 |
| Sep. 20, 2018 - 15:10 | 14 min   | \$0.00 |
| Sep. 20, 2018 - 17:32 | 2 min    | \$0.00 |
| Sep. 20, 2018 - 20:45 | 3 min    | \$0.00 |
| Sep. 20, 2018 - 23:32 | 6 min    | \$0.00 |
| Sep. 20, 2018 - 23:43 | 11 min   | \$0.00 |
| Sep. 21, 2018 - 13:59 | 3 min    | \$0.00 |
| Sep. 22, 2018 - 09:02 | 6 min    | \$0.00 |
| Sep. 20, 2018 - 15:09 | 1 min    | \$0.00 |
| Sep. 20, 2018 - 15:10 | 14 min   | \$0.00 |
| Sep. 20, 2018 - 17:32 | 2 min    | \$0.00 |
| Page Total            | 181 min  |        |

**Show more**

Chat





**Mobile**  
**Bill Date: November 17, 2018**  
**SHEILA MCLEOD**  
**Mobile Ref.**  
**Global Learning**

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

**CURRENT CHARGES for** *(continued)*

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|                              |                |
|------------------------------|----------------|
| <b>Total current charges</b> | <b>\$56.37</b> |
|------------------------------|----------------|

# Travel Expense Claim And Summary Report

|   |                                  |  |                               |
|---|----------------------------------|--|-------------------------------|
| <b>Employee Name</b> Sheila McLeod                                      |                                  | <b>School / Business Unit</b> Learning |                               |
| <b>Travel Destination</b> Edmonton                                      |                                  | <b>Pre-approved budget</b> \$400.00    |                               |
| <b>Travel Reason</b> Alberta Education International Education Advisory |                                  |  |                               |
| <b>Departure Date</b> 2018-12-03  | <b>Departure Time</b> 2:00:00 PM | <b>Return Date</b> 2018-12-04          | <b>Return Time</b> 4:30:00 PM |

|                                      | (A)   | (B)                     | (C) =(A * B)                             |  |  |         |
|--------------------------------------|---|-------------------------|--|--|--|---------|
| Personal vehicle KM's driven         |   | 0.50/KM                 |  | KM's are reimbursed via PeoploSoft, therefore the \$'s are not included in (O) Total due to (from) employee below. |  |         |
|                                      | (D) Total - Source Currency                         | (E) Exchange Rate (Avg) | (F) =(D * E) Total Cost in Canadian \$'s | (G) Paid by CBE via P-Card / Cheque  | (H) =(F - G) Due to or (from) employee | Alias   |
| Registration / Conference Fee        |   |                         |  |  |  |         |
| Accommodation (exclude meals)        |   |                         |  |  |  |         |
| Airfare                              |   |                         |  |  |  |         |
| Rental / Bus / Rail / Taxi / Parking |   |                         |  |  |  |         |
| Other (Describe in Notes section)    |   |                         |  |  |  |         |
|                                      | (I) Eligible Instances                              | (J) Rate Per Instance   | (K) =(I * J) Per Diem Total Cost         | (L) Instances of PerDiem meals paid by P-Card  | (M) =(K - (L * J)) Due to employee     | Alias   |
| Breakfast                            | 1   | 12.00                   | \$12.00                                  |  | \$12.00                                |         |
| Lunch                                |   |                         |  |  |  |         |
| Dinner                               | 2   | 26.00                   | \$52.00                                  |  | \$52.00                                |         |
| Alternate Accommodation              |   |                         |  |  |  |         |
|                                      | (N) =(C + ΣF + ΣK) Grand Total Cost                 |                         | \$372.06                                 | (O) =(ΣH + ΣM) Total due to (from)   |  | \$64.00 |
|                                      | (P) Less ATA / Other Funding                        |                         |  |  |  |         |
|                                      | (Q) Less adjustment for meals Paid for via P-Card   |                         |  |  |  |         |
|                                      | (R) =(O - P - Q) Grand Total due to (from) Employee |                         |  |  |  | \$64.00 |

Per Diem Items

Notes

**Claimant**

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I read AR 2060  
Travel Expenses and  
allowances and 2)  
this accounting for CBE travel expenses  
aligns with the provisions of these documents.

**Approver**

Sudnev Smith

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I read AR 2060  
Travel Expenses and  
allowances and 2)  
this accounting for CBE travel expenses  
aligns with the provisions of these documents.

- ▶ Attach copies of receipts for all expenses reported (excluding KM's & eligible instances of per diem items ).
- ▶ Attach copy of schedule page(s) for any meals purchased on P-Card.
- ▶ Attach copy of executed Travel Authorization form.



Courtyard Edmonton Downtown

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

Sheila Mcleod

Room: :  
Room Type: VIEW  
Number of Guests: 1  
Rate: \$139.00 Clerk: DDV

Arrive: 03Dec18 Time: 04:29PM Depart: 04Dec18 Time: 07:33AM Folio Number:

| Date    | Description                                    | Charges | Credits |
|---------|--|---------|---------|
| 03Dec18 | Room Charge                                    | 139.00  |         |
| 03Dec18 | Marketing Fee                                  | 4.17    |         |
| 03Dec18 | Gst 831018205                                  | 7.16    |         |
| 03Dec18 | Tourism Levy                                   | 5.73    |         |
| 04Dec18 | Master Card                                    |         | 156.06  |
|         | Card #: MCXXXXXXXXXXXX                         |         |         |
|         | Amount: 156.06 Auth: Signature on File         |         |         |
|         | This card was electronically swiped on 03Dec18 |         |         |
|         | Balance:                                       | 0.00    |         |

Rewards Account # - Your Rewards points/miles earned on your eligible earnings will be credited to your account. Check your Rewards Account Statement or your online Statement for updated activity.

| Description | Tax  |
|-------------|------|
| Gst Room    | 7.16 |
| Hst Room    | 5.73 |

Thank You For Choosing Courtyard By Marriott Edmonton Downtown

See our "Privacy & Cookie Statement" on Marriott.com.

**Northey, Norma E**

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**From:** McLeod, Sheila M  
**Sent:** November 28, 2018 8:20 PM  
**To:** Northey, Norma E  
**Subject:** Fwd: Red Arrow Itinerary/Receipt

Sent from my iPhone

Begin forwarded message:

**From:** Red Arrow Reservations <[itinerary@redarrow.ca](mailto:itinerary@redarrow.ca)>  
**Date:** November 28, 2018 at 8:15:46 PM MST  
**To:** <  
**Subject:** Red Arrow Itinerary/Receipt



**INVOICE**

2018-11-2

*You can reach us at*

Website User

Corporate Sale

| ORDER# | ORDERED    | CUSTOMER# | P.O. | GROUP NAME | DEPARTING  | RETURNING  | SALES REP | SALES AGENT  |
|--------|------------|-----------|------|------------|------------|------------|-----------|--------------|
|        | 2018-11-28 |           |      |            | 2018-12-03 | 2018-12-04 | -         | Website User |

*Travellers:*

McLeod/Sheila

| PRODUCT DESCRIPTION  | DURATION     | OCCUPANCY | QTY | PRICE/UNIT | BILLED   |
|--|--------------|-----------|-----|------------|----------|
| CALEDM 14:00 YYC.<br>Assigned to:<br>Departs Calgary (CALTO / CTO 205 9 Ave SE) at 14:00 on 2018-12-03.<br>Arrives Edmonton (EDMTO / ETO | 4 hrs 5 mins | Adult     | 1   | \$ 72.38   | \$ 76.00 |

10014 104 St) at 18:05 on 2018-12-03. (4 hrs 5 mins)

**ECEXP 16:30.** 3 hrs 20 mins Adult 1 \$ 72.38 \$ 76.00  
 Assigned to:  
 Departs Edmonton (EDMTO / ETO  
 10014 104 St) at 16:30 on 2018-12-04.  
 Arrives Calgary (CALTO / CTO 205 9  
 Ave SE) at 19:50 on 2018-12-04. (3 hrs  
 20 mins)

**Base Price:** \$ 144.76  
**Discounts:** \$ 0.00  
**Service Charges:** \$ 0.00  
**GST:** \$ 7.24  
**Invoice Total:** \$ 152.00  
**Payments Received:** \$ 152.00  
**Balance Due:** \$ 0.00

**Payments Received**

| DATE       | GUEST         | REFERENCE           | AMOUNT    |
|------------|---------------|---------------------|-----------|
| 2018-11-28 | Sheila Mcleod | MasterCard<br>***** | \$ 152.00 |

**PLEASE NOTE THAT A PAPER TICKET IS NOT REQUIRED FOR CHECK-IN. PLEASE CHECK IN 15 MINUTES PRIOR TO DEPARTURE**

**TERMS: DUE UPON RECEIPT GST# BN139981476** Please note that the maximum luggage allowance per person is 4 pieces including carry on bags, and stowed luggage underneath the coach. Carry on bags include purses, backpacks and laptop bags. Additional luggage will incur additional fees. If you wish to time change, date change, or cancel for a full refund – 30 minutes notice prior to A.M departures; 3 hours notice prior to P.M. departures must be given. All Camrose Departures require 30 minutes notice. December 14 - January 4 to cancel or make any changes to a reservation we require 24 hours notice. Failure to provide proper notice makes the trip non refundable & will result in an additional change fee for a date / time change. Failure to arrive on time or no showing for your departure will result in forfeit of full fare unless rebooked within 30 days for a change fee. \*\*Red Arrow will not be responsible for the loss of or damage to checked luggage in excess of stated maximum liability. In addition, Red Arrow does not accept liability to loss of or damage to unchecked baggage carried on board. For the full policy, please visit [www.redarrow.ca](http://www.redarrow.ca) or view the policy posted on our information boards at our Ticket Offices\*\* \*\*Red Arrow reserves the right to check I.D. or perform carry-on baggage checks at any time\*\* Corporate Billing Accounts: Payment due 30 days after completion of trip.

If you wish to change or cancel your booking, please contact a Passenger Experience Representative at 1-800-232-1958.

Thank you for booking with Red Arrow Motorcoach. We appreciate your business!

Mobile  
Bill Date: December 17, 2018  
SHEILA MCLEOD  
Mobile Ref.  
Global Learning

Account #  
Next Bill Date: January 17, 2019

**CURRENT CHARGES for 405-** (continued)

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|                              |                |
|------------------------------|----------------|
| <b>Total current charges</b> | <b>\$56.37</b> |
|------------------------------|----------------|