

expense | monthly tracking report

claimant | Grundy, Brad

position | Superintendent, CFO, Corporate Treasurer

level | Superintendent

reporting period | November 1 to December 31, 2019

date of report | February 14, 2020



**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Meetings with Alberta Education, November 17-18, 2019, Edmonton, AB	11/17/2020	Return bus fare	\$152.00	travel	BUS airfare/bus/rail
Meetings with Alberta Education, November 17-18, 2019, Edmonton, AB	11/17/2020	Accommodations - 2 nights	\$370.50	travel	BUS accommodation
Meetings with Alberta Education, November 17-18, 2019, Edmonton, AB	11/18/2020	cab fare to venue	\$9.00	travel	BUS airfare/bus/rail
Meetings with Alberta Education, November 17-18, 2019, Edmonton, AB	11/18/2020	meal	\$19.32	travel	BUS food/non alcoholic beverage

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
2019-11-14	Brad Grundy	MasterCard	\$ 152.00

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

PAYMENT TERMS; DUE UPON RECEIPT. Corporate Billing Accounts: Payment due 30 days after completion of trip. GST# BN139981476

LUGGAGE ALLOWANCE:

Please note that the luggage allowance per person included in your fare is 4 pieces including carry-on bags and luggage stowed underneath the coach. Carry-on items include purses, backpacks, and laptop bags. Additional luggage is \$10 per piece up to a maximum of 6 pieces total. 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 or view the policy posted on our information boards at our Ticket Offices**

CHANGE AND CANCELLATION POLICY:

If you wish to change time, change date, or cancel for a full refund -- you must provide us with the following notice: 30 minutes notice prior to A.M. departures; 3 hours notice prior to P.M. departures. All Camrose Departures require 30 minutes notice. From December 13 - January 3, we require 24 hours notice to cancel or make any changes to a reservation. Failure to provide proper notice makes the trip non-refundable & will result in an additional change fee. If you wish to change or cancel your booking, please contact a Passenger Experience Representative at 1-800-232-1958.

NO SHOWS:

EFFECTIVE NOVEMBER 1, 2019: Not showing up for your departure or failure to arrive on time will result in the forfeit of full fare.

HOLIDAY BLACKOUT PERIOD:

Please note that from December 13, 2019 - January 3, 2020, we require 24 hours notice for all changes and cancellations. Additionally, Frequent Traveller Points may not be redeemed during the Holiday Blackout Period.

IDENTIFICATION:

Red Arrow reserves the right to check I.D. or perform carry-on baggage checks at any time. If you do not have government issued picture ID, you could be denied boarding.



INVOICE

2019-11-14

You can reach us at:

Website User

Corporate Sales

ORDER#	ORDERED	CUSTOMER#	P.O.	GROUP NAME	DEPARTING	RETURNING	SALES REP	SALES AGENT
2043287	2019-11-14	139230			2019-11-17	2019-11-19	-	Website User

Travellers:

Grundy/Brad

PRODUCT DESCRIPTION	DURATION	OCCUPANCY	QTY	PRICE/UNIT	BILLED
CEEXP 17:30 O/L. Assigned to: 04C Departs Calgary (CALTO / CTO 205 9 Ave SE) at 17:30 on 2019-11-17. Arrives Edmonton (EDMTO / ETO 10014 104 St) at 20:50 on 2019-11-17. (3 hrs 20 mins)	3 hrs 20 mins	Adult	1	\$ 72.38	\$ 76.00
EDMCAL 08:00 YYC* Assigned to: 02A Departs Edmonton (EDMTO / ETO 10014 104 St) at 08:00 on 2019-11-19. Arrives Calgary (CALTO / CTO 205 9 Ave SE) at 12:05 on 2019-11-19. (4 hrs 5 mins)	4 hrs 5 mins	Adult	1	\$ 72.38	\$ 76.00

The Westin Edmonton
 10135 100 St
 Edmonton, AB T5J 0N7
 Canada
 Tel: 780-426-3636 Fax: 780-428-1454



BRAD GRUNDY
 Xxx
 Calgary, AB T2R0J4
 Canada

Page Number : 1 Invoice Nbr : 27916773
 Guest Number : 1298867
 Folio ID : A
 Arrive Date : 17-NOV-19 20:58
 Depart Date : 19-NOV-19 12:01
 No. Of Guest : 1
 Room Number : 1402
 Marriott Bonvoy Number :

Information Invoice

Tax ID : 815461330RT0001
 The Westin Edm YEGWI NOV-19-2019 06:47 HTOLE160

Date	Reference	Description	Charges (CAD)	Credits (CAD)
17-NOV-19	DEPOSIT	Deposit-MC-9531		-370.49
17-NOV-19	RT1402	Room Chrg - Govt./Military	165.00	
17-NOV-19	RT1402	GST	8.50	
17-NOV-19	RT1402	DMF	4.95	
17-NOV-19	RT1402	Tour Levy	6.80	
18-NOV-19	RT1402	Room Chrg - Govt./Military	165.00	
18-NOV-19	RT1402	GST	8.50	
18-NOV-19	RT1402	DMF	4.95	
18-NOV-19	RT1402	Tour Levy	6.80	
** Total			370.50	-370.49
*** Balance			0.01	

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 Tell us about your stay. www.westin.com/reviews

Continued on the next page

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 Calgary, AB, T2R0L4
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EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room	GST	Tour Levy	Food/Bev	Phone	Other	Total	Payment
11-17-2019	0.00	0.00	0.00	0.00	0.00	-185.24	-185.24	0.00
11-18-2019	0.00	0.00	0.00	0.00	0.00	185.25	185.25	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.01	0.01	0.00

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Meeting with Education Minister and staff
November 18, 2019
cab fare to venue

YELLOW CAB

780.462.3456

call or text your address to book your cab

GST# _____

Date: 18.11.2019

Amount: 9.00

Driver: [Signature]

Car#: 525

From: _____

To: CHAR: EPSB/CBE

CFD: CBE

CHIEF SPCL: CBE

10135-31 Avenue, Edmonton, AB T6N 1C2



Meeting with Education Minister and staff
November 18, 2019
meal

THE SHERLOCK HOLMES PUB
10012 101A AVE NW
EDMONTON AB

CARD
CARD TYPE MASTERCARD
DATE 2019/11/18
TIME 0995 18:38:26
RECEIPT NUMBER
C85057941-001-710-016-0

PURCHASE
AMOUNT \$16.80
TIP \$2.52
TOTAL

\$19.32

MasterCard
A0000000041010
7A0A25A3B7B22D5E
000008000-E800
4D9996EF9A618DCF

APPROVED

AUTH# 096884 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS