

expense | monthly tracking report

claimant | Poirier, Martin
 position | Education Director
 level | Director
 reporting period | September 1 to October 31, 2019
 date of report | December-13-19



**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Cell Phone	09/16/2019	monthly service plan	\$49.09	other disclosed	telecom/cell phone
Cell Phone	10/16/2019	monthly service plan	\$49.41	other disclosed	telecom/cell phone
System Meeting at Markin MacPhail Centre at U of C.	09/19/2019	parking at venue	\$15.00	other disclosed	BUS general
Presenting for MFWHSR in Edmonton	10/08/2019	car rental	\$131.37	travel	BUS general
Presenting for MFWHSR in Edmonton	10/09/2019	fuel for rental car	\$40.26	travel	BUS general
Presenting for MFWHSR in Edmonton	10/08/2019	meals - per diem 2 days	\$76.00	travel	BUS general
Presenting for MFWHSR in Edmonton	10/08/2019	accommodations - 2 nights	\$294.16	travel	BUS accommodation
Presenting for MFWHSR in Edmonton	10/08/2019	parking at venue	\$7.00	travel	BUS general
College of Alberta School Superintendents (CASS)	09/01/2019	Annual Membership Renewal 2019-2020	\$1,210.00	other disclosed	membership, due, fees



MARTIN POIRIER |

Monthly charges

		\$
Flex Int'l SMS Roaming	Aug 17 - Sep 16	0.00
Flex Zone 1 Voice Roaming	Aug 17 - Sep 16	0.00
Corp Share: 3GB Pooled	Sep 17 - Oct 16	55.00
Savings: Monthly Service Fee	Sep 17 - Oct 16	-8.25
Unltd US/INT MSG & Unltd US LD	Sep 17 - Oct 16	0.00
Unltd Text/Pic/Video Messages	Sep 17 - Oct 16	0.00
Call Display w/Name Display	Sep 17 - Oct 16	0.00
Enhanced Voicemail	Sep 17 - Oct 16	0.00

Total monthly charges
46.75
Usage Summary

Ending Sep 16, 2019

Usage type	Used	\$
Voice	Incoming Inter Company Calls	5:00 min:sec ✓
	Unlimited Anytime Minutes	292:00 min:sec ✓
Data (S)	3GB Pooled Data - Included	2.70 GB ✓
Msg	Messaging Bundle - Incl - Rcvd	81 msgsg ✓
	Messaging Bundle - Incl - Sent	137 msgsg ✓

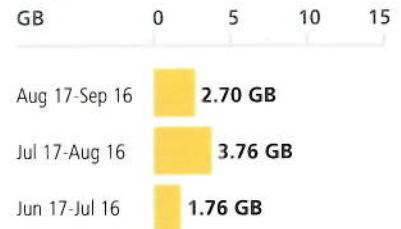
Total used
0.00
Total before taxes
46.75

GST:

2.34

Total for Wireless
\$49.09

Wireless savings \$8.25

Data Usage

Legend: (S) Shared Services | ✓ No charge

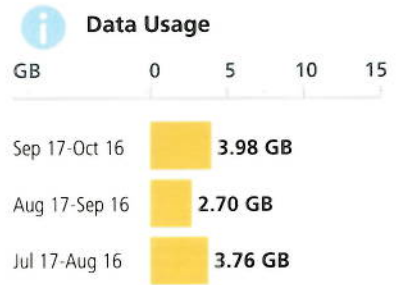
Unless otherwise stated, all voice minutes, messages and wireless internet details set out above and/or in your agreement refer to usage on our network (i.e. within Canada and to a Canadian number, as applicable).

Wireless

MARTIN POIRIER |

Monthly charges		\$
Flex Int'l SMS Roaming	Sep 17 - Oct 16	0.00
Flex Zone 1 Voice Roaming	Sep 17 - Oct 16	0.00
Corp Share: 3GB Pooled	Oct 17 - Nov 16	55.00
Savings: Monthly Service Fee	Oct 17 - Nov 16	-8.25
Unltd US/INT MSG & Unltd US LD	Oct 17 - Nov 16	0.00
Unltd Text/Pic/Video Messages	Oct 17 - Nov 16	0.00
Call Display w/Name Display	Oct 17 - Nov 16	0.00
Enhanced Voicemail	Oct 17 - Nov 16	0.00
Total monthly charges		46.75

Wireless savings \$8.25



Usage Summary		Ending Oct 16, 2019	\$
Usage type	Used		
Voice	Incoming Inter Company Calls	16:00 min:sec	✓
	Unlimited Anytime Minutes	281:00 min:sec	✓
Data (S)	3GB Pooled Data - Included	3.98 GB	✓
	Event	TXT 2 Landline	2 msgsg 0.30
Msg	Messaging Bundle - Incl - Rcvd	122 msgsg	✓
	Messaging Bundle - Incl - Sent	157 msgsg	✓
Total used			0.30

Total before taxes **47.05**
2.36

Total for Wireless
\$49.41

Legend: (S) Shared Services | ✓ No charge

Unless otherwise stated, all voice minutes, messages and wireless internet details set out above and/or in your agreement refer to usage on our network (i.e. within Canada and to a Canadian number, as applicable).

PT THIS IS YOUR RECEIPT THIS IS YOUR REC

Terminal: 1B_CWT

1B_CWT

Plate:

BNS4147

*Mary
O'Brien
Hess*

Valid through:

VALID TO:
06 SEP 19
5:45 PM

**FRI 06 SEP 19
5:45 PM**

AMOUNT PAID: \$15.00
ENTRY TIME: 9/6/2019 2:45 PM
RECEIPT NO: 2792

PAID:
\$15.00

ENTRY:
9/6/2019
2:45 PM

AUT
TDM

2792

02



0208-1290

Parking at Venue

RENT-A-CAR TO EDMONTON



RENTAL RECORD



HERTZ CANADA LIMITED AS AGENT FOR
HERTZ CANADA VEHICLES PARTNERSHIP

RENTAL RECORD: 927L
FORM#

MARTIN POIRIER

RENTAL: 10-06-19 1238 CALGARY 6TH AVE
RETURN: 10-09-19 0716 CALGARY 6TH AVE

OWN/VEH	MODEL: 19 ATLAS HIGHLINE		
VIN#:	VEH CLASS: VL		
CDP: XXXXXXXXXX	FT: LIC		
	DI		
LDW DECLINED	MILEAGE IN: 29767	INITIAL CHARGES	
P&P DECLINED	MILEAGE OUT: 28996	DAYS \$ 40.00/DAY	\$ 3 DAYS (G) \$ 120.00
N/A DECLINED	MILES DRIVEN: 771	EXTRA KM \$ /KM	\$ 0.00
FPO DECLINED	TR-X MILES DRIVEN: 771	SUBTOTAL	\$ 126.00
\$ 3.69 Litre TK CAP: 71.0	MILES ALLOWED: 771	SERVICE CHARGES/TAXES	
FUEL OUT: 8/8 FUEL IN: 8/8	MILES CHARGED:	VLCR \$.41/DAY (G) \$ 1.23	
		ENERGY SRG \$.88/ITEM (G) \$ 0.58	
		ACSRG \$ 1.00/DAY (G) \$ 3.00	
PLAN IN: REZ-D \$13.60 / EX HOUR		GST 5.0002	
PLAN OUT: REZ-D \$40.00 / DAY		ON TAXABLE TT \$125.11 (N) \$ 6.36	
RATE CLASS: Q4		TOTAL AMOUNT DUE \$ 131.37	
		CHARGED ON MC (131.37) \$ 131.37	
	\$0.00 / KM		
RENTAL FORM OF PAYMENT: MC	MC *2924	AUTH: \$332.00	
RETURN FORM OF PAYMENT: MC	MC *2924	AUTH: \$332.00	

I REPRESENT THAT I AM SPECIFICALLY AUTHORIZED TO RECEIVE THE BENEFITS
EXTENDED TO EMPLOYEES/MEMBERS OF EDUCATIONAL EMPLOYEE ASSOCIA.

FOR EXPLANATION OF THE ABOVE CHARGES,

GrAS
FOR RENT-A-CAR

WELCOME
Shell Canada
505 10th Street N.W.
12N 1W2 AB
Calgary (403) 283-8737

BRONZE
PUMP No. 04
LITRES 41.980
PRICE/L \$0.959
TOTAL FUEL \$40.26
TOTAL SALE \$40.26
MASTERCARD \$40.26

FUEL INCLUDES
GST Fuel \$1.92
No. 137400032RT

OO APPROVED - THANK
YOU 001
APPROVAL No. 064655
TERMINAL No.
89003230
VERIFIED BY PIN

IMPORTANT
retain this copy for
your records

MasterCard
PreAuth Completion C
DATE: 2019/10/08
TIME: 20:07:40
INV No. 0032

MasterCard
AID / PIN
TVR
TST E800

YOUR OPINION COUNTS
Tell us about your
recent visit at
www.shell.ca/opinion
and you could win a
FUEL FOR A YEAR
*Receipt Required

THANK YOU
QUESTIONS?
1-800-651-1500

STORE: 00373
TRAN: 13
10/8/2019 8:10:21

PREPARED BY: N3553 COMPLETED BY: A3804
STATEMENT OF CHARGES - NOT VALID FOR RENTAL

Printed by 10-16-19 0936 A3852 804721

THANK YOU FOR RENTING FROM HERTZ

CUSTOMER SERVICE: 1-800-654-4173 RENTAL LOCATION: 403-221-2560



Travel & Subsistence Expense Report

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: OCT 18 2019

Employee's Name MARTIN POINIER Vendor #: _____

School / Department to mail cheque to AREA 6, HAYSBORO SCHOOL

Purpose of Trip / Name of Conference MEWHRO and VISIT TO UOFA / ANTA EO.

Departure and Return Dates OCT 6 - OCT 8 / 19 Destination: EDMONTON

Description of Expenses (Please attach receipts)	Total Cost (Canadian Dollars)	Exchange Rate (for information purposes)	Amount Paid by CBE Invoice/P-Card/ Amex/ Payroll for Mileage (including GST)	Amount Paid by Claimant For Out of Pocket Expenditures (including GST)	Alias to be charged for Claimant's Expenses
Registration/Conference Fees					
Travel Costs					
▪ Airfare (including trip cancellation insurance)					
▪ Rail/Bus					
▪ Taxi/Shuttle Bus/Car Rental in Calgary	171.63		131.37	40.26	
▪ Taxi/Shuttle Bus/Car Rental at Destination					
▪ Personal Vehicle _____ km @ 50¢/km (submit on Km Payment Form to Payroll)					Send original to Payroll for payment
Accommodations at Single Rate					
\$ <u>172.08</u> @ <u>2</u> Nights	296.16		296.16		
Meals (including tips) (excluding meals covered by Conference or Others)					
▪ Breakfast <u>2</u> @ \$12.00	24.00			24.00	
▪ Lunch _____ @ \$17.00					
▪ Dinner <u>2</u> @ \$26.00	52.00			52.00	
▪ Or Actual Expense				52.00	
Telecommunication Charges (Internet, phone calls)					
Parking - In Calgary					
Parking - at Destination	7.00		7.00		
Other - Provide Details					
TOTAL COST OF TRIP					
CASH ADVANCE IF ANY-Ref # _____					
AMOUNT DUE TO (OWING BY) CLAIMANT				116.26	
GST Breakout Area	550.79				

I certify that the above claim is correct:

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.

LOP A.
in Edmonton.

COURTYARD®

BY MARRIOTT

Courtyard by Marriott®
10011 184th St, Edmonton, AB T5S 0C7 P 780.638.6070
Marriott.com/YEGEW

Martin Poirier
w
Calgary A
Me
Arrive: 06Oct19 Time: 05:40PM Depart: 06Oct19 Time: 08:02AM Folio Number:
Room
Room Type:
Number of Guests: 1
Rate: \$131.00 Clerk: AJA

DATE	DESCRIPTION	CHARGES	CREDITS
06Oct19	Restaurant Room Charge	37.80	
06Oct19	Room Charge	131.00	
06Oct19	Marketing Fee	3.93	
06Oct19	Gst 767657513	6.75	
06Oct19	Tourism Levy	5.40	
07Oct19	Restaurant Room Charge	37.00	
07Oct19	Room Charge	131.00	
07Oct19	Marketing Fee	3.93	
07Oct19	Gst 767657513	6.75	
07Oct19	Tourism Levy	5.40	
08Oct19	Master Card		294.16
	Card #.		
	Amount: 294.16 Auth: 1663 Signature on File		
	This card was electronically swiped on 06Oct19		
08Oct19	Master Card		
	Card #.		
	Amount: 74.80 Auth: 06041S Signature on File		
	This card was electronically swiped on 08Oct19		
	BALANCE:	0.00	

Member, you could have earned points towards your free dream vacation today. Start earning points and Elite status. THIS IS YOUR RECEIPT

CITY OF EDMONTON

Parking

Terminal: 3008
Plat
108 ST From JASPER AVE to 100 AVE West Side

Valid through:
TUESDAY 08 OCT 19
3:54 PM

Amount Paid: \$7.00 (GST incl.)
Start Time: 10/0/2019 1:54 PM

Auth No.
Receipt No. 407

International, Inc. or one of its affiliates.



CASS

College of Alberta School Superintendents

1200, 9925 - 109 Street
Edmonton, Alberta T5K 2J8

INVOICE

Invoice No.:
Date: 08/21/2019
Ship Date:
Page: 1
Re: Order No. Membership 2019-2020

Sold to:

Calgary Board of Education
1221-8 Street SW
Calgary, AB T2R 0L4

Ship to:

Calgary Board of Education
1221-8 Street SW
Calgary, AB T2R 0L4

Business No.: 10696 7052

Item No.	Unit	Quantity	Description	Tax	Unit Price	Amount
			CASS Membership 2019-2020 Regular Membership: Martin Poirier			1 210.00
College of Alberta School Superintendents						
Shipped By: Tracking Number:					Total Amount	
Comment: Ammended Invoice 09/05/2019					Amount Paid	
Sold By:					Amount Owing	