

expense | monthly tracking report

claimant | Usih, Christopher

position | Chief Superintendent of Schools

level | Superintendent

reporting period | March 1 to April 30, 2023

date of report | Friday, June 9, 2023



**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Cell Phone	03/15/2023	Monthly invoice	\$49.88	other disclosed	telecom/cell phone
CASS Conference - Edmonton - Mar 22-23	3/22/2023	accommodation	\$173.31	travel	PD accommodation
CASS Conference - Edmonton - Mar 22-23	3/22/2023	Taxi in Calgary	\$28.10	travel	PD airfare/bus/rail
CASS Conference - Edmonton - Mar 22-23	3/22/2023	Taxi in Edmonton	\$59.40	travel	PD airfare/bus/rail
CASS Conference - Edmonton - Mar 22-23	3/22/2023	Return bus fare Calgary to Edmonton	\$166.02	travel	PD airfare/bus/rail
CASS Conference - Edmonton - Mar 22-23	3/22/2023	Conference fee	\$550.00	travel	PD course or registration fee
CASS Conference - Edmonton - Mar 22-23	3/22/2023	Meals	\$42.00	travel	PD food/non alcoholic beverage
CASS Conference - Edmonton - Mar 22-23	3/22/2023	Meals	\$22.00	travel	PD food/non alcoholic beverage
Cell Phone	4/15/2023	Monthly invoice	\$49.88	other disclosed	telecom/cell phone

Service ID:

Subscriber:CHRISTOPHER USIH

Account Detail

Assignment Christopher Usih
Account No.

Contract Detail**\$ 44.00**

Contract Name 3GB Pooled Voice & D

Options Charges**\$ 3.50**

Calgary BoE Cimpl Bundle \$ 3.50

Voice Charges**\$ 0.00**

Charges for Additional Minutes \$ 0.00
Peak Minutes
Off Peak Minutes
Total Airtime Minutes

Data Charges**\$ 0.00**

Data Volume (MB) \$ 0.00
Browser Charge \$ 0.00

Text Messages**\$ 0.00**

Text Messages \$ 0.00

Long Distance Charges**\$ 0.00**

Long Distance Charges \$ 0.00

Roaming Charges**\$ 0.00**

Voice Charges \$ 0.00
Data Charges \$ 0.00

Other Fees**\$ 0.00**

411 Service \$ 0.00
Monthly Access Fees \$ 0.00
Discount \$ 0.00

Other Charges and Credits**\$ 0.00**

Other Charges and Credits \$ 0.00

Taxes**\$ 2.38**

GST \$ 2.38

Total**\$ 49.88**



Travel & Subsistence Expense Report

Must be completed upon return from every business trip for reporting purposes and any out of pocket expenditures. Return completed to Accounts Payable (CBEAccountsPayable@cbe.ab.ca) with a copy of your approved *Travel Within Alberta form*.

Details of Trip | Please Print

Date: April 3 2023

Employee's Name Christopher Usih

Vendor #:

School / Department to mail cheque to Office of the Chief Superintendent

Purpose of Trip / Name of Conference CASS Conference

Departure and Return Dates March 22-24 2023

Destination: Edmonton AB

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	550.00		550.00		
Travel Costs					
▪ Airfare (including trip cancellation insurance)					
▪ Rail/Bus	166.02		166.02		
▪ Taxi/Shuttle Bus/Car Rental in Calgary	28.10		28.10		
▪ Taxi/Shuttle Bus/Car Rental at Destination	59.40		59.40		
▪ Personal Vehicle _____ km @ 51¢/km (submit on Km Payment Form to Payroll)					Send original to Payroll for payment
Accommodations at Single Rate					
\$ _____ 1 @ 173.31 Nights	173.31		173.31		
Meals (including tips) (excluding meals covered by Conference or Others)					
▪ Breakfast _____ 1 @ \$12.00			12.00		
▪ Lunch _____ @ \$17.00					
▪ Dinner _____ 2 @ \$26.00			30.00	22.00	
▪ 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				22.00	
GST Breakout Area			15.85		

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.

Order Information

Description: 2023 Annual Learning Conference
Invoice Number CASS-7350

Shipping Information

Total: \$550.00 (CAD)

Payment Information

Date/Time: 7-Feb-2023 13:52:38 PST
Transaction ID:
Payment Method:
Transaction Type: Purchase
Auth Code:

Merchant Contact Information

College of Alberta School Superintendents Society
Edmonton, AB T5J3S9
CA

ASSOCIATED CAB
/ALIED LIMOUSINE
307-41 AVENUE N E
CALGARY, AB T2E2N4
(403) 289-1189

SALE

Batch #: 017 REF#:
03/22/23 SEQ: 13:18:58
APPR CODE: (
MASTERCARD ****

AMOUNT	\$9.10
TIP	\$4.00
TOTAL	\$13.10

00 - APPROVED - 001

AD:
TVR:
TST: E8 00

Thank You
Please Come Again!

CUSTOMER COPY



CHECKER CABS

316 MERIDIAN RD SE
CALGARY, AB T2A 1X2
4032999999

<https://www.thecheckergroup.com>

Checker Cabs Calgary
Cashier:

Transaction 2

Total	CA\$12.50
Tip	CA\$2.50
CREDIT CARD SALE	CA\$15.00

Retain this copy for statement
validation

Station: 1518

23-Mar-2023

CA\$15.00 | Method: EMV

CHRISTOPHER USIH

Reference ID: 308300623009

PIN VERIFIED

GST# 100936111

TRANSACTION RECORD
GREATER EDMONTON TAXI SERVICE
10135 31 AVE NW
EDMONTON AB

Purchase

Mar 22 2021

Invoice # 602885
TID: Entry: Chip (C)
Sequence: (.....)
Auth#: Response: 01-027
Batch: 001

Amount \$ 28.50

Total \$ 26.50

TVR 0000008000 TSI E800

Approved

Important: Retain this copy for your record

Cardholder copy

----- TRANSACTION RECORD -----
GREATER EDMONTON TAXI SERVICE
10135 31 AVE NW
EDMONTON AB

Purchase

Mar 23, 2023 17:39:10

Invoice #
TID: V4184313 Entry: Chip (C)
Sequence: 001 016
Auth#: 072473 Response: 01-027
Batch: 001

Amount \$ 28.90
Tip \$ 4.00

Total \$ 32.90

Approved

Important: Retain this copy for your record

Cardholder copy



Passenger

Christopher Usih

From

CALGARY

To

EDMONTON

Arrival date/time: : Wed 22 Mar, 2023 1

Journey: Calgary - 205 9 Ave SE / Edmonton -

Travel Date / Time

Wed 22 Mar, 2023)

RED ARROW AB

STANDARD - ROUND TRIP

Ages 60

Fare:	\$	68.60	CAD
Fees:	\$	10.46	CAD
Other fees:	\$	0.00	CAD
Taxes:	\$	3.95	CAD
Total:	\$	83.01	CAD
Payments:	creditCard		

We reserve the right to cancel or postpone scheduled travel based on weather conditions, road conditions or for any other safety-related reason. In such event any and all liability of Red Arrow/Ebus/PWT or their affiliated entities shall be expressly limited to a refund of the purchase price paid for this ticket.

IDENTIFICATION: We require all passengers 18 and over to travel with Government Issued photo I.D. or two (2) pieces of valid government-issued non-photo identification with matching names. Passengers without the correct forms of I.D. will be refused travel.

CHECK-IN: 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 the trip. GST# BN139981476

LUGGAGE ALLOWANCE: Please note that the luggage allowance per person included in your fare is 3 pieces including one carry-on bag and luggage stowed underneath the coach. Carry-on items include purses, backpacks, and laptop bags. Additional luggage is \$15 per piece up to a maximum of 6 pieces total. We will not be responsible for the loss of or damage to checked or carry-on luggage in excess of stated maximum liability. For the full policy, please your carrier for details:

Red Arrow www.redarrow.ca

Ebus www.myebus.ca

Thompson Valley Charters <https://tvcbus.ca/>

CHANGE AND CANCELLATION POLICY: If you wish to change time, change the date, or cancel for a full refund – you must provide us with the 24 hr notice prior to departure. Failure to provide proper notice makes the trip non-refundable & will result in an additional change fee. Red Arrow changes within the 24-hour period are permitted for a fee of \$25.00.

Please note that Ebus Alberta tickets are non-refundable and cannot be canceled. Changes are permitted for a fee of \$15.75.

If you wish to change or cancel your booking, please contact a Passenger Experience Representative by phone:

Red Arrow: 1-800-232-1958

Ebus and Partners: 1-877-769-3287

NO SHOWS: Not showing up for your departure or failure to arrive on time will result in the forfeit of full fare.

We reserve the right to perform carry-on baggage checks at any time.

ZERO TOLERANCE DRUG AND ALCOHOL POLICY: For the comfort, safety, and positive experience for all passengers, we're pleased to have a Zero Tolerance policy when it comes to intoxication, so rest assured that any signs of intoxicated passengers will be handled appropriately and refused service.

Thank you for traveling with us. We appreciate your business!

Our Core Values: Safety | Customer Service | Resourcefulness | Integrity | Positive Attitude | Team Work | Loyalty | Accountability | Respect | Dedication

Standard

Red Arrow/Ebus/PWT



Passenger

Christopher Usih

Travel Date / Time

Thurs 23 Mar, 2023

From

EDMONTON

To

CALGARY -

RED ARROW AB

Arrival date/time: : Fri 24 Mar, 2023

Journey: Edmonton -

STANDARD - ROUND TRIP

Ages 60

Fare:	\$	68.60	CAD
Fees:	\$	10.46	CAD
Other fees:	\$	0.00	CAD
Taxes:	\$	3.95	CAD
Total:	\$	83.01	CAD
Payment:	creditCard		

We reserve the right to cancel or postpone scheduled travel based on weather conditions, road conditions or for any other safety-related reason. In such event any and all liability of Red Arrow/Ebus/PWT or their affiliated entities shall be expressly limited to a refund of the purchase price paid for this ticket.

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Standard

Red Arrow/Ebus/PWT

FANTASYLAND HOTEL

17700 87 AVE
EDMONTON AB T5T 4V4

Uslh , Christopher
1221 8th St SW
CAlgary, AB T2R 0L4

Confirmation Number:

Room Number:

Room Type: STWBN

No. of Guests: 1

ARRIVAL	DEPARTURE	RATE PLAN
03/22/2023	03/23/2023	GROUP

DATE	CODE	DESCRIPTION	AMOUNT (CAD)
03/22/2023	RM	Room Charge	159.00
03/22/2023	RT	Alberta Tourism Levy	6.36
03/22/2023	GST	GST 845861368 RT	7.95

(173.31)

TOTAL DUE: 0

TERMS: If a credit card was provided upon check-in, a hold was placed on the card for the full amount to be owed to the hotel, plus estimated incidentals. This hold may display as pending for telephone or online banking portals and may not be released for 72 hours or longer after departure at the discretion of your card issuer.

Service ID

Subscriber:CHRISTOPHER USIH

Account Detail

Assignment Christopher Usih
Account No.

Contract Detail **\$ 44.00**

Contract Name 3GB Pooled Voice & D

Options Charges **\$ 3.50**

Calgary BoE Cimpl Bundle \$ 3.50

Voice Charges **\$ 0.00**

Charges for Additional Minutes \$ 0.00
Peak Minutes
Off Peak Minutes
Total Airtime Minutes

Data Charges **\$ 0.00**

Data Volume (MB) \$ 0.00
Browser Charge \$ 0.00

Text Messages **\$ 0.00**

Text Messages \$ 0.00

Long Distance Charges **\$ 0.00**

Long Distance Charges \$ 0.00

Roaming Charges **\$ 0.00**

Voice Charges \$ 0.00
Data Charges \$ 0.00

Other Fees **\$ 0.00**

411 Service \$ 0.00
Monthly Access Fees \$ 0.00
Discount \$ 0.00

Other Charges and Credits **\$ 0.00**

Other Charges and Credits \$ 0.00

Taxes **\$ 2.38**

GST \$ 2.38

Total **\$ 49.88**

Plate: **9060**
Zone: **Daily : 9060**

Valid through:

TUESDAY
18 APR 23
6:00 PM

START TIME: 4/17/2023 6:51 PM
AMOUNT PAID: \$28.00 (GST Incl.)

Auth No: 070221
Trn No
Terminal: 1000
Receipt No: 112220

CALGARY PARKING AUTHORITY (403) 537-7000

CALGARY

Pay for