

expense | monthly tracking report

claimant | Gouthro, Elizabeth

position | Director, Instructional Services

level | Director

reporting period | November 1 to December 31, 2012

date of report | February 25, 2013



**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Meeting with Calgary Catholic School District (CCSD)	11/02/2012	Lunch with CCSD Representative	\$33.24	hospitality	BUS food/non alcoholic beverage
Cell Phone	11/11/2012	Monthly Service Plan	\$208.38	other disclosed	telecom/cell phone
Visit to the Southwest Autism Research & Resource Centre, Phoenix, Arizona	11/14/2012	Taxifare to Calgary airport	\$48.90	travel	BUS airfare/bus/rail
Visit to the Southwest Autism Research & Resource Centre, Phoenix, Arizona	11/15/2012	Meal	\$16.37	travel	BUS food/non alcoholic beverage
Visit to the Southwest Autism Research & Resource Centre, Phoenix, Arizona	11/15/2012	Meal - missing receipt	\$7.27	travel	BUS food/non alcoholic beverage
Cell Phone	11/05/2012	add US bundle to cell phone	\$15.75	other disclosed	telecom/cell phone
Thank you to Sinneave Foundation for the visit to the Southwest Autism Research & Resource Centre	11/25/2012	Chocolate gift basket	\$98.95	hospitality	gifts & cultural exchange
Cell Phone	12/11/2012	Monthly Service Plan	\$104.73	other disclosed	telecom/cell phone



INDIVIDUAL DETAIL

ELIZABETH GOUTHRO SSS-PARKDALE

Savings Details

Corporate Discount	30.37
Total Month's Savings	
	\$ 30.37

Current Charges - Detail

Contract Term : 3 yr expires Nov 29,2013

Monthly Service Plans Nov 12 to Dec 11

Service Plan Name	Total
Talk \$50/500	50.00
20.0% Voice disc	-10.00
Total	\$ 40.00

Additional Local Airtime

*Free Airtime includes: bonus minutes, birthday calling, evenings & weekends, free incoming, *611 and In Network Calling

Service	Total Airtime	*Free Airtime	Included Airtime	Chargeable Airtime	Total
Phone (minutes)	525:02	198:43	326:19	0:00	0.00
Total					\$ 0.00

Long Distance Charges

Service	Total LD Minutes	Free LD Minutes	Included LD Minutes	Chargeable LD Minutes	Total
Domestic Phone	38:25	0:00	0:00	38:25	13.46
Total Long Distance Used					\$ 13.46
20% discount w/ 8¢ LD					\$ -10.37
Total					\$ 3.09

Data and Other Services

Service	Total Events	Event Type	Total
Text Msg - Sent	38	Msg	7.90
Data Usage - BlackBerry Smartphones	15,309	MB	0.00
Text Msg - Received	55	Msg	0.00
Total			\$ 7.90

Value Added Services

Service	Feature Duration	Total
Bus Travel Ess. US 100 30d (Nov 05 to Dec 04)	Nov 05 2012 - Dec 05 2012	100.00
Corp BB40 Unlimited email (Nov 12 to Dec 11)		40.00
Detailed Billing \$0 (Nov 12 to Dec 11)		Free
Feature Bundle - Medium (Nov 12 to Dec 11)		10.00
Incoming Mobile Promo (Nov 12 to Dec 11)		Free
Weekends & Evenings (Nov 12 to Dec 11)	Sep 07 2007 - Dec 07 2015	Free
20.0% BlackBerry data disc		-8.00
20.0% Voice disc		-2.00
Total		\$ 140.00

Other Fees

Charge	Total
Enhanced 911 Access Charge (Nov 12 to Dec 11)	0.50
System Access Fee (Nov 12 to Dec 11)	6.95
Total	\$ 7.45

Taxes

	Total
GST	9.94
Total	\$ 9.94

Total Current Charges \$ 208.38



Calgary Board of Education

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 Treasury and Revenue Accounting

A. Details of Trip (Please Print)

Date: February 6, 2013

Employee's Name Elizabeth Gouthro Vendor #: _____

School / Department to mail cheque to Learning Services, 6th Floor

Purpose of Trip / Name of Conference SARRC Visit Southwest Autism Research & Resource

Departure and Return Dates November 14 - November 18, 2013 Destination: Arizona Centre

B. Description of Expenses (Please attach receipts)	Total Cost (Indicate currency if not Cdn)	Exchange Rate Adjusted Amount (If applicable)	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 & accommodation paid by Sinneave Foundation				
· Airfare (including trip cancellation insurance)					
· Rail/Bus					
· Taxi/Shuttle Bus/Car Rental in Calgary	\$48.96		\$48.96		
· 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					
\$ _____ @ _____ Nights					
Meals (including tips) (excluding meals covered by Conference or Others)					
· Breakfast _____ @ \$12.00					
· Lunch _____ @ \$17.00					
· Dinner _____ @ \$26.00					
· Or Actual Expense	23.64		\$23.64		
Telecommunication Charges (Internet, phone calls)					
Parking – in Calgary					
Parking – at Destination					
Other – Provide Details					
TOTAL COST OF TRIP	\$72.60				
CASH ADVANCE IF ANY-Ref # _____					
AMOUNT DUE TO (OWING BY) CLAIMANT					
GST Breakout Area					

COPY

I certify my claim is correct:

Original signed by E Gouthro
Claimant's Signature

Original signed by D Lewis
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.

* TIPPI *
CH
110 Meridian Road SE
Calgary, AB, T2A 1X2
403-299-9999

E Service

MasterCard

SWIPED

Terminal: 000014726608
Transaction Reference
Ref: MCFM4D9HP1114

2012/11/14 15:49:12

ADTH: 174822
LFID: 7528112
REV: 8939
VEN: 213
AST: 812938405

Meter Start Time:
15:15:05
Meter Stop Time:
15:38:07
Distance:
24.5 Km

FARE 1: \$ 43.90
FLAT : \$ 0.00
TAX : \$ 0.00

TOTAL FARE: \$ 43.90

PAYMENT AMOUNT: \$ 43.90
TIP: \$ 5.00

TOTAL PAYMENT: \$ 48.90

Auth Complete
Cardholder Copy

Courtyard by Marriott
Phoenix Camelback
2101 East Camelback Road
Phoenix, AZ 85016
(602) 955-5200
B I S T R O eat drink connect

3 Valenti

Tbl 18/1 Chk 4186 Gst 0
Nov 15 '12 08:03AM

Eat In

1 GR Caffe Latte Non	3.50
Fat	
1 GR Coffee of Day	2.00
1 Strawberries	3.95
1 Yogurt Parfait	3.25
Subtotal	12.70
Sales Tax	1.18
08:11AM Total	13.88

Gratuity: 2.00

Total: 15.88 \$ 16.37 (Cdn)

Room #

Print Name original signed by E. Gowthro

Signature

Thank you for joining us at
Courty: 5



Invoice

Invoice #: BA001IN9711

Barlow

19 - 2520 23rd Street NE
Calgary AB Canada T2E 8L2
(403)244-2977

Tendered On: 05-Nov-2012 09:13 AM
Sales Person: Carrie Livingstone
Tendered By: Carrie Livingstone

Bill To: CALGARY BOARD OF EDUCATION
1221 - EIGHTH STREET SW
CALGARY AB Canada T2R 0L4

Nancy Lowe

Product SKU	Description	Tracking #	Qty	Your Price	Your Total
SEOPNS000043	Calgary Board of Education - Service and Support		1	\$15.00	\$15.00
Payment:					
Account	\$15.75				
Change:	\$0.00				
			Subtotal:		\$15.00
			GST:		\$0.75
			Total:		\$15.75

DUPLICATE
NOV 14 2012
CORPORATE FINANCE

ADD US BUNDLE TO ELIZABETH GUTHRO'S CELL #
Check out our new online accessory catalog at <http://www.apexwireless.ca>

PLEASE REMIT PAYMENT TO:

Apex Communications Inc.
201 - 13734 104th Avenue, Surrey, B.C., V3T 1W5

Terms of Payment: C.O.D. except for pre-approved credit arrangement. All invoices due and payable in 15 days.

Apex Refund Policies:

The cancellation of a TELUS agreement is between TELUS and the signing authority on the account.

Cellular phones, modems, and other data devices may only be refunded or exchanged within 7 days of purchase provided there is less than 15 minutes of airtime on the device and it is returned with its original packaging and includes all original contents. A device with more than 15 minutes of airtime is ineligible for refund or exchange.

We will be pleased to offer you an exchange or refund on other products, provided they are returned within 7 days from the date of purchase and are returned in their original packaging. Products must be unused and at our sole discretion, re-sellable as new.

All refunds are issued from our Surrey Head Office. If the original transaction was paid by cash, direct debit, or a company cheque, a cheque will be mailed to you within 14 days of the request. If the transaction was paid by Visa or MasterCard, Apex will only apply the refund to the same credit card used for the original purchase.

We are unable to issue a refund in anyone else's name other than the person or company named on the original invoice.

HST Registration No. R122606031

Invoice

GST # R121978431

MCMURDO RETAIL GROUP LTD.

P.O. Box 133, 200 Banff Avenue

Banff, AB T1L 1A3

(403) 762-2624

Fax: (403) 762-4020

E-Mail: ken@mcmurdoretailgroup.com

Invoice Number: **1343**

Date: 25/11/2012

To:
Calgary Board of Education

Ship To (if different address):
as per email address

Sales Person	Order No.	Date Shipped	Shipped Via	F.O.B.	Terms
Ken	Liz Gouthro	November 25, 12	Canada Post		Visa/ Master Card
Quantity	Description	Unit Price	Total		
1	Chocolate Gift Basket	1.00	50.00		
	Freight Charges		44.24		
			-		
			-		
			-		
			-		

THANK YOU FOR YOUR ORDER!

Subtotal	94.24
Shipping & Handling	-
GST	4.71
TOTAL DUE	\$ 98.95

*Our invoices are due upon receipt.
We accept Visa and Master Card*

INDIVIDUAL DETAIL

ELIZABETH GOUTHRO SSS-PARKDALE

Savings Details

Corporate Discount

42.11

Total Month's Savings

\$ 42.11

Current Charges - Detail

Contract Term : 3 yr expires Nov 29,2013

Monthly Service Plans Dec 12 to Jan 11

Service Plan Name	Total
Talk \$50/500	50.00
20.0% Voice disc	-10.00
Total	\$ 40.00

Additional Local Airtime

*Free Airtime includes: bonus minutes, birthday calling, evenings & weekends, free incoming, *611 and In Network Calling

Service	Total Airtime	*Free Airtime	Included Airtime	Chargeable Airtime	Total
Phone (minutes)	407:31	147:11	260:20	0:00	0.00
Total					\$ 0.00

Long Distance Charges

Service	Total LD Minutes	Free LD Minutes	Included LD Minutes	Chargeable LD Minutes	Total
Domestic Phone	59:45	0:00	0:00	59:45	26.89
Total Long Distance Used					\$ 26.89
20% discount w/ 8¢ LD					\$ -22.11
Total					\$ 4.78

Roaming Charges

Service	Roaming Minutes	Roaming Charges	Roaming LD Minutes	Roaming LD Charges	Roaming Surcharge	Total
US / Int'l Phone	56:40	0.00	0:00	0.00	0.00	0.00
Total						\$ 0.00

Data and Other Services

Service	Total Events	Event Type	Total
Text Msg - Sent	20	Msg	5.00
CAN to Int'l Text Msg - Sent	1	Msg	0.00
Roaming Txt Msg - Received	15	Msg	0.00
Roaming Txt Msg - Sent	12	Msg	0.00
US 1X Data Roaming	1.162	MB	0.00
Data Usage - BlackBerry Smartphones	10.825	MB	0.00
Text Msg - Received	45	Msg	0.00
Total			\$ 5.00

Voice Services

Service	Total Events	Event Type	Total
411	1	DIR	2.50
Total			\$ 2.50

Value Added Services

Service	Feature Duration	Total
Corp BB40 Unlimited email (Dec 12 to Jan 11)		40.00
Detailed Billing \$0 (Dec 12 to Jan 11)		Free
Feature Bundle - Medium (Dec 12 to Jan 11)		10.00
Incoming Mobile Promo (Dec 12 to Jan 11)		Free
Weekends & Evenings (Dec 12 to Jan 11)	Sep 07 2007 - Dec 07 2015	Free
20.0% BlackBerry data disc		-8.00
20.0% Voice disc		-2.00
Total		\$ 40.00

INDIVIDUAL DETAIL continued
ELIZABETH GOUTHRO SSS-PARKDALE

Other Fees	
Charge	Total
Enhanced 911 Access Charge (Dec 12 to Jan 11)	0.50
System Access Fee (Dec 12 to Jan 11)	6.95
Total	\$ 7.45
Taxes	
	Total
GST	5.00
Total	\$ 5.00
Total Current Charges \$ 104.73	