expense | monthly tracking report

claimant | Lewis, Deborah

position | Superintendent, Learning Services

level | Superintendent

reporting period | November 1 to December 31, 2012

date of report | February 25, 2013



Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Cell Phone	11/11/2012	Monthly Service Plan	\$75.39	other disclosed	telecom/cell phone
Visit to the Southwest Autism Research & Resource Centre, Phoenix, Arizona	11/15/2012	Meal	\$16.27	travel	BUS food/non alcoholic beverage
Visit to the Southwest Autism Research & Resource Centre, Phoenix, Arizona	11/15/2012	Meal for 4 with hosts of visit	\$64.25	hospitality	BUS food/non alcoholic beverage
Visit to the Southwest Autism Research & Resource Centre, Phoenix, Arizona	11/18/2012	Taxifare from hotel to Phoenix airport	\$20.61	travel	BUS airfare/bus/rail
Cell Phone	12/11/2012	Monthly Service Plan	\$121.01	other disclosed	telecom/cell phone
Elder Advisory Council Meeting	09/05/2012	Honorariums for 5 elders for December 12 meeting	\$550.00	hospitality	gifts & cultural exchange
Elder Advisory Council Meeting	11/01/2012	Honorariums for 3 elders for December 12 meeting	\$300.00	hospitality	gifts & cultural exchange
Elder Advisory Council Meeting	12/12/2012	Lunch for Elder Advisory Council	\$18.50	hospitality	BUS food/non alcoholic beverage
Elder Advisory Council Meeting	12/12/2012	Lunch for Elder Advisory Council	\$158.03	hospitality	BUS food/non alcoholic beverage
Staff Appreciation	12/18/2012	Lunch for 7	\$145.05	working session	BUS food/non alcoholic beverage

BILL DATE : 11-Nov-12 PAGE 2061 of 2935



\$ 75.39

Total Current Charges

INDIVIDUAL DETAIL

DEBORAH LEWIS (DIRECTOR) SSS PARKDALE/

		100				
Savings Details						12.00
Corporate Discount			Total Mo	nth's Savings		\$ 12.00
Current Charges - Detail		Contract Term		es Jan 11,2014		
			· · · /· · · · ·			
Monthly Service Plans Nov 12 to Dec 11					Total	
Service Plan Name						
Corporate Exception 20/200					20.00 -4.00	
20.0% Voice disc				-		\$ 16.00
	toe hirthday calling evenir	ons & weekends free in	ncoming *611 and I	n Network Calling		
Additional Local Airtime *Free Airtime includes: bonus minus Service	Total	*Free	Included	Chargeable	Total	
Service	Airtime	Airtime	Airtime	Airtime		
Phone (minutes)	45:23	0:00	45:23	0:00	0.00	* • • • •
Total						\$ 0.00
Data and Other Services			10000 100 100		22 101 2	
Service			Total Events	Event Type	Total	
			14	Msg	3.00	
Text Msg - Sent			1	Msg	0.00	
CAN to Int'l Text Msg - Sent Roaming Txt Msg - Received			1	Msg	0.60	
International GPRS Data Roaming			0.586	MB	5.95	
Data Usage - BlackBerry Smartphones			8.899	MB	0.00	
Text Msg - Received			10	Msg	2.10	2000
Total						\$ 11.65
Value Added Services						
Service					Total	
Call Forward Immediate (Nov 12 to Dec 11)					Free	
Caller ID Free (Nov 12 to Dec 11)					Free 40.00	
Cost Assure for BB BES 40 NA (Nov 12 to Dec 11)					Free	
Detailed Billing \$0 (Nov 12 to Dec 11) Incoming Mobile Promo (Nov 12 to Dec 11)					Free	
Voice Mail 25 (Nov 12 to Dec 11)					5.00	
20.0% BlackBerry data disc					-8.00	
Total						\$ 37.00
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	A =
Total			8		Total	\$ 7.45
Taxes						
GST				_	3.29	\$ 3.29
Total						\$ J.29

Form D010 (10/08)



Travel & Subsistence Expense Report

<u>Must</u> 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 Date: JAN 17, 2013 A. Details of Trip (Please Print) Employee's Name DRBORAH Vendor #: SERVICES Purpose of Trip / Name of Conference INVITATION TO THE SOUTHWEST Departure and Return Dates Nov. 14-17, 2010 **Amount Paid Amount Paid** Alias to be Total Exchange by CBE by Claimant charged for Cost Rate B. Description of Expenses Invoice/P-Card/ For Out of Pocket (Indicate currency Adjusted Claimant's Expenses (Please attach receipts) if not Cdn) Amount Amex/ Expenditures (If applicable) Payroll for Mileage (including GST) (including GST) Registration/Conference Fees **Travel Costs** · Airfare (including trip cancellation insurance) · Rail/Bus · Taxi/Shuttle Bus/Car Rental in Calgary · Taxi/Shuttle Bus/Car Rental at Destination (US) 20.61 · Personal Vehicle km @ 50¢/km Send original to Payroll (submit on Km Payment Form to Payroll) for payment Accommodations at Single Rate (a) Meals (including tips) (excluding meals 1.95 80 35 covered by Conference or Others) @ \$12.00 · Breakfast @ \$17.00 · Lunch @ \$26.00 · Dinner · Or Actual Expense **Telecommunication Charges** (Internet, phone calls) Parking - in Calgary Parking - at Destination Other - Provide Details 2.56/100.96 TOTAL COST OF TRIP CASH ADVANCE IF ANY-Ref# AMOUNT DUE TO (OWING BY) CLAIMANT

I certify that the above claim is correct:

GST Breakout Area

Original signed by DALewis Claimant's Signature

Original signed by Notohnson
proved 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.

	Today's Date	Day Month Year	11	Due Date	Day Month Year		
Vendor Number		Disbursement voucner	Pay to: Deborah Lewis	A June I Comming Courtings	Address: Leathing Services	*Refer to reverse for usage guidelines	
				Calgary Roard of Education	Caigaly Doald of Education		

			Today's Date
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		*Refer to reverse for usage guidelines	
voice			8
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			Subtotal 1627

Calgary Board of Education Learning Services, Education Centre 6th floor, 1221 - 8 Street SW Calgary, Alberta T2R 0L4

1627 CAD

GST Paid or Payable

Total Payment

Original signed by MLowe

Prepared by / Department

Phone # COWBOY CIAO 7133 E STEYSON DR SCOTTSDALE AZ 85251

TERMINAL I.D.: MERCHANT #: 1111 17531

MASTERCARD SRU: 154 ITEM #: 014

SWIPE PRE-SALE

> DATE: NOV 15, 2012 | TIME: 01:50 AUTH NO: 025012

BASE

\$54.47

TIP

7,5.4

TOTAL

64.25 (cdn)

DEBORAH A LEWIS CUSTOMER COPY

KAZIMIERZ WORLD WINE BAR 7137 E. Stetson Dr. #8 (480)946-3004

Tab Name: Table:

Table Sales

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	STR	EET TACO	S	10	.00
1	PRE	TZEL		4	.00
		Beverag	e Sub-Total	0	.00
			b-lotal		.00
		Other S	ub-Total	0	.00
		SUB TOT	AL	50	.00
		Sales T	ax	4	.47
*				v 1-11 00 001	

TOTAL

UIP TAXI TEL 602-300-3000 (7713)
MAST ED:

TIP: ----

AUTH#104708 11/18/12 09:46 ID/SEQ: 56570

TOTAL: 20.00

\$ 20.61 (cdn)

BILL DATE: 11-Dec-12 PAGE 2023 of 2865

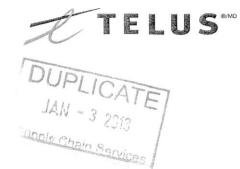
Taxes

GST

Total

JNDIVIDUAL DETAIL

DEBORAH LEWIS (DIRECTOR) SSS PARKDALE/



Savings Details						1
orporate Discount						12.00
			Total Mo	nth's Savings		\$ 12.00
Current Charges - Detail		Contract Terr	m:3 yr expire	es Jan 11,2014		
Monthly Service Plans Dec 12 to Jan 11						
Service Plan Name					Total	
Corporate Exception 20/200					20.00	
20.0% Voice disc					-4.00	
Total						\$ 16.00
Additional Local Airtime 'Free Airtime includes: bonus m	inutes, birthday calling, eve	nings & weekends, free	incoming, *611 and Ir	n Network Calling		
Service	Total	*Free		Chargeable	Total	
oci vicc	Airtime	Airtime	Airtime	Airtime		
Phone (minutes)	54:43	0:00	54:43	0:00	0.00	* 0 00
Total						\$ 0.00
Long Distance Charges					0000 W070 W	
Service	Total	Free		Chargeable	Total	
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Domestic Phone	0:23	0:00	0:00	0:23	0.04	\$ 0.04
Total						Ψ 0.04
Data and Other Services						
Service			Total Events	Event	Total	
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Text Msg - Received	15		2 9	Msg Msg	0.50 2.25	
Text Msg - Sent			1	Msg	0.00	
CAN to Int'l Text Msg - Sent			1	Msg	0.00	
Roaming Txt Msg - Sent			0.754	MB	0.00	
US 1X Data Roaming			5.195	MB	0.00	
Data Usage - BlackBerry Smartphones			8	Msg	2.00	
Text Msg - Received			Ü			\$ 4.75
Total						
Value Added Services			Feature Du	ration	Total	
Service		May	/ 13 2012 - De		50.00	
Bus Travel Ess. US 50 30d (Nov 13 to Dec 12)		1401	1 13 2012 - DE	66 13 2012	Free	
Call Forward Immediate (Dec 12 to Jan 11)					Free	
Caller ID Free (Dec 12 to Jan 11)					40.00	
Cost Assure for BB BES 40 NA (Dec 12 to Jan 11)		(8)			Free	
Detailed Billing \$0 (Dec 12 to Jan 11)					Free	
Incoming Mobile Promo (Dec 12 to Jan 11)					5.00	
Voice Mail 25 (Dec 12 to Jan 11)					-8.00	
20.0% BlackBerry data disc				-		\$ 87.00
Total					***************************************	7
Other Fees					T. (.)	
Charge					Total	
Enhanced 911 Access Charge (Dec 12 to Jan 11)					0.50	
System Access Fee (Dec 12 to Jan 11)					6.95	A =
Total					T. 4-1	\$ 7.45
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Total Current Charges

5.77

\$ 5.77

\$ 121.01

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	Calgari	Calgary Board of Education	Education		ess:			,				Due Date	
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Prepared by / Department

Approved

Calgary Board of Education Learning Services, Education Centre 6th floor, 1221 - 8 Street SW Calgary, Alberta T2R 0L4

10000 GST Paid or Payable Total Payment



Today's Date	Month 09	Due Date	Month
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Original stagned by Nathowe

Learning Services, Education Centre 6th floor, 1221 - 8 Street SW Calgary Board of Education

Calgary, Alberta T2R 0L4

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GST Paid or Payable



Disbursement Voucher

Vendor Number

Today's Date Month 09		
oday Mo	Due Dat	Month 09
Day 05		Day 26

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Original signed by Nhowe

Calgary Board of Education Learning Services, Education Centre 6th floor, 1221 - 8 Street SW Calgary, Alberta T2R 0L4

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GST Paid or Payable



Today's Date	Month Year 09 2012	Due Date	Month Year 09 2012
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Original signed by N.Lowe Prepared by / Department

Calgary Board of Education Learning Services, Education Centre 6th floor, 1221 - 8 Street SW Calgary, Alberta T2R 0L4

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GST Paid or Payable

	Today's Date	Day Month Year	60	Due Date	Day Month Year	60		- E L D E R		Amount (excl. GST	15000						
Vendor Number	D. I	Dispursement voucher	Pay to: Elder #5	٠٠٠٠٠٠٠٠ ٨	Addiess.	*Refer to reverse for usage guidelines	Description	O N O R A R I U M	٥	Location Program Project User Defined Future Alias							
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Prepared by / Department

Original signedby N. Lowe

Calgary Board of Education Learning Services, Education Centre 6th floor, 1221 - 8 Street SW Calgary, Alberta T2R 0L4

Education Centre

Education Centre
Total Payment

15000

Subtotal

15000



	Day	01
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Ω C 0 U Σ S O R HONORAR A D V I Disbursement Voucher Description *Refer to reverse for usage guidelines Pay to: Elder # 6 Address: Calgary Board of Education H A A _ E M A Invoice

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Prepared by / Denartment

Original signed by N. Lowe Approved

Calgary Board of Education Learning Services, Education Centre 6th floor, 1221 - 8 Street SW Calgary, Alberta T2R 0L4

10000

GST Paid or Payable

Calgary Board of Education
Calgar

Invoice

Disbursement Voucher			
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Vendor Number

Pay to: Elder#7

Address:

*Refer to reverse for usage guidelines

	Year 2012		Year 2012
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Original signed by Mitowe Prenared by / Department

Calgary Board of Education Learning Services, Education Centre 6th floor, 1221 - 8 Street SW Calgary, Alberta T2R 0L4

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GST Paid or Payable



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				Calgary Board of Education			Invoice		E M A I L A I I A C II C D	

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Prepared by / Denartment

Original signed by Net-owe

Calgary Board of Education Learning Services, Education Centre 6th floor, 1221 - 8 Street SW Calgary, Alberta T2R 0L4

10000

GST Paid or Payable

COBS Bread - Kingsland Plaza Unit 104- 7610 Elbow Drive SW Calgary, AB T2V 1K2 Open 7 Days per Week!

15139 13730 GST: 882627904 TAX INVOICE

6 Scone Combo

\$18.50

2 @ \$9.25

Total

\$18.50

Account #

Balance Auth #

C0010010260 MAST 0946-0813730154

Moneris

\$18.50

Change

-\$18.50SERVED B

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DATE: DEC-12-2012 7:46AM

RECIEPT No. 15139 TERMINAL 13730

Thank you for your visit.

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IMPURIANI - retain this copy for your records IMPORTANT - conserver cette copie pour vos dossiers

SANDWICHES' N MORE LUNCH & CATERING CO. LTD.

61 Royal Oak Cove N.W. Calgary, AB T3G 4X7 403-301-5220

Date	Invoice #
12/12/2012	37740

sandwiches@shaw.ca

Bill To:	Delivered to:
CALGARY BOARD OF EDUCATION	KINGSLAND 7430 - 5 STREET SW ATTN. BONNIE

Quantity	Description	Unit Cost	Cost				
16	BEEF STEW	8.00	128.00				
10	DINNER ROLL with butter						
·	PLATES & NAPKINS, BOWLS, SPOONS, FORKS, KNIVES, LADLE	0.00	0.00				
	DELIVERY & PICK-UP OF CROCKPOTS, ETC.	22.50	22.50				
	PAID BY MASTERCARD - THANKS BONNIE HOEGH	0.00	0.00				
DO NOT, WRITE A	and with the first of the second of the seco	5.00%	7.53				
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Payment is due within 30 days of the invoice date.

Delivery	Label	People	P.O. #
10:45	KINGSLAND	16	

Subtotal	\$150.50
5% GST	\$7.53
Total	\$158.03

0018

Gerver:

Rec: 6

2/18/12 12:47, Swiped T: 20 Term: 1

Duplicate Copy

TRANSACTION RECORD

fran. #: 17673 MasterCard re-Auth Purchase

Amount \$127.05

APPROVED 145239 00-001 145239 30NTERS1/BONTERC1 088001001005 Invoice #: 18 2012/12/18-12:52:38

Cardholder will pay above amount to card issuer pursuant to cardholder agreement

Cardholder Signature

BONTERRA TRATTORIA Thank you!

1018 Table 20 #Party 7 SyrCk: 4 12:10 12/18/12

LINGUINE CARBONA 48.00 SPAGHETTI PUTTAN 17.00 BARBABIETULA 18.00 TRIT4 No. Lo

Sub Total: 121,39

Sub Total: 127.05

2/15 12:45 TOTAL: 127.05

Please phone us for reservations at (403) 262-8480 To book a special function or party. email Steven at steven.b@bonterra.ca

Visit us online www.bonterra.ca GST# 368000522RT0001