

expense | monthly tracking report

claimant | McLeod, Sheila
 position | Director, Global Learning Services
 level | Director
 reporting period | October 1 to October 31, 2012
 date of report | January-14-13



**Calgary Board
of Education**

Description	Date (mm/dd/yyyy)	Details and/or Rationale	Amount (CDN\$)	Category	Expense Type
Edu- Canada Alberta Education International Student Marketing Mission	7/30/12	Airfare Calgary to Brazil return Sept 22 - Oct 4, 2012. Brazil is a significant international student market for the Calgary Board of Education. The Department of Foreign Affairs Canada directs this marketing mission and is lead by Alberta Education. CBE participates along with 13 other school districts.	\$1,078.96	travel	BUS airfare/bus/rail
Edu- Canada Alberta Education International Student Marketing Mission	9/23/12	Taxis and shuttle busses to and from airports, hotels and venues. Brasilia, Recife, Sao Paulo	\$248.40	travel	BUS general
Edu- Canada Alberta Education International Student Marketing Mission	9/23/12	Hotel - Brasilia, Recife, Sao Paulo September 23 to October 4	\$1,816.04	travel	BUS accommodation
Edu- Canada Alberta Education International Student Marketing Mission	9/23/12	Meals (receipt - \$163.25) (per diem - \$198.00)	\$330.04	travel	BUS food/non alcoholic beverage
Edu- Canada Alberta Education International Student Marketing Mission	10/04/12	Parking - Calgary Airport dates Oct 1 to Oct 4, 2012	\$36.48	travel	BUS general
Beijing ACA International Summit/International student certificate program promotion	10/23/12	Airfare Calgary to Beijing return (Oct 18-23/12). China is a significant focus of international relations for Alberta. Chinese international students make up the largest number of students studying in the CBE. This summit and meetings with delegations were a way of leveraging opportunities for CBE students and increasing our international student numbers	\$3,797.56	travel	BUS airfare/bus/rail
Beijing ACA International Summit/International student business	10/24/12	Taxis to conference and meetings	\$23.07	travel	BUS general
Beijing ACA International Summit/International student business	10/25/12	Hotel Beijing Oct 18 to Oct 23	\$1,336.07	travel	BUS accommodation

Beijing ACA International Summit/International student business	10/26/12	Meals (receipt -\$65.54) (per diem - \$86.00)	\$151.74	travel	BUS food/non alcoholic beverage
Cell phone	10/11/12	Monthly service plan -- including international roaming charges	\$545.46	other disclosed	telecom/cell phone

COPY

Passenger Information

Passenger 1
 Name: **Ms Sheila Mcleod** Ticket number: --
 Frequent Flyer Pgm: Air Canada Aeroplan Program number:

Fare Summary

Passenger: 1 Ticket number:

Date of issue 30-Jul 2012
Fare Amount in Canadian dollars: 1,714.00
(including navigational & other charges)
Taxes, Fees & Charges
 Canada Goods and Services Tax (GST/HST #10009-2287) (XG) 1.25
 Combined Taxes *see fare calculation below (XT) 224.52
Total Fare in Canadian dollars: **591.77A**
Options
 Change fee in Canadian dollars 150.00

Flight Summary

Flight	From	To	Aircraft	Booking class	Status
AC130	Calgary (YYC)	Toronto Pearson (YYZ)	E90	W	Confirmed
	Sat 22-Sept 2012 15:00	Sat 22-Sept 2012 20:43 - TERMINAL T1			
Seat number(s) requested: 12F					
AC90	Toronto Pearson (YYZ)	Guarulhos/Sao Paulo (GRU)	763	W	Confirmed
	Sat 22-Sept 2012 23:50 - TERMINAL T1 INTL	Sun 23-Sept 2012 11:00			
Seat number(s) requested: 19K					
AC91	Guarulhos/Sao Paulo (GRU)	Toronto Pearson (YYZ)	763	K	Confirmed
	Wed 03-Oct 2012 20:05	Thu 04-Oct 2012 05:40 - TERMINAL T1 INTL			
Seat number(s) requested: 12A					
AC107	Toronto Pearson (YYZ)	Calgary (YYC)	320	K	Confirmed
	Thu 04-Oct 2012 07:00 - TERMINAL T1	Thu 04-Oct 2012 09:10			
Seat number(s) requested: 12F					

McLeod, Sheila M

From: Expedia.ca
Sent: July 30, 2012 5:11 PM
To: McLeod, Sheila M
Subject: Expedia travel confirmation - Brazil 2012 David/Sheila - 26 Sep 2012 - (

Thank you for booking your trip with Expedia.ca.

Remember that you can always [view your itinerary online](#) for the most up-to-date information.



Traveler names: Sheila McLeod, David Stevenson (*Sept report*)

Total ticket cost: C\$674.00
Taxes & Fees: C\$40.46
Airfare total: C\$714.46

2 = \$357.23

Brasilia (BSB) to Recife (REC)	26/09/12 10:11 AM - 12:50 PM	TAM Airlines 3860
Recife(REC) to Rio de Janeiro(GIG)	28/09/12 3:50 PM - 6:47 PM	TAM Airlines 3259
Rio de Janeiro(GIG) to Sao Paulo(CGH)	28/09/12 7:28 PM - 8:29 PM	TAM Airlines 3259

50%

Free and special meals are not available on many flights.



[View your itinerary](#) for complete and up-to-date trip details, or to make changes online.

Itinerary number:

If you have questions about your reservation, fill out our [itinerary assistance form](#). We'll respond within 24 hours. For immediate assistance call Expedia.ca at 1(888) EXPEDIA (1-888-397-3342) / (+1-613-780-1386) and have the itinerary number ready.



Save on hotels in Recife



[Search for more hotels](#)



Save on a car in Recife



At the airport:

[Search for more cars](#)

McLeod, Sheila M

From: Expedia.ca <...>
Sent: July 30, 2012 5:03 PM
To: McLeod, Sheila M
Subject: Expedia travel confirmation - Brasilia, Brazil - 23 Sep 2012 - (...)

Thank you for booking your trip with Expedia.ca.

Remember that you can always [view your itinerary online](#) for the most up-to-date information.



Traveler names: Sheila McLeod, David Stevenson *(Sept report)*

Total ticket cost: C\$236.00
Taxes & Fees: C\$23.92
Airfare total: C\$259.92

÷ 2 = 129.97

Sao Paulo (GRU) to Brasilia (BSB) 23/09/12 12:30 PM - 2:05 PM TAM Airlines 3582

50%

Free and special meals are not available on many flights.



[View your itinerary](#) for complete and up-to-date trip details, or to make changes online.

Itinerary number: ...

If you have questions about your reservation, fill out our [itinerary assistance form](#). We'll respond within 24 hours. For immediate assistance call Expedia.ca at 1(888) EXPEDIA (1-888-397-3342) / (+1-613-780-1386) and have the itinerary number ready.



Save on hotels in Brasilia



[Search for more hotels](#)



Save on a car in Brasilia



At the airport:



Economy



Midsize

[Search for more cars](#)

210 DIAS
(81) 3415-9595
FLORA IPFD-7999
394
6,00
R\$ 11,50



PONTO DE TAXI SÃO PAULO

(011) 3064-2218 / 3082-2576
Nextel 55*2*2891

SERVIÇOS LOCAIS - AEROPORTO - VIAGENS - CITY TOURS
ENTREGAS DE ENCOMENDAS - RECEPÇÕES EM AEROPORTOS

RECIBO

to Alphaville

R\$ 120,00

Recebi do(a) Sr.(a)

a importância de

Quinze reais e cinquenta centavos

Proveniente a Prestação de Serviços de Táxi.

Itinerário:

Início às _____ hs. - Término às _____ hs.

Carro Nº

São Paulo, _____ de _____ de 20_____

Placa

Assinatura

RECIBO DE TÁXI
R\$ 39,00

Recebi de _____
a importância de quatro reais
Referente a Prestação de Serviços de Táxi

Itinerário _____

PLACA TAXI 6510148
TELEFONE _____

São Paulo, 07 de 10 de 2012

Assinatura _____



Fones: (0*81) 3322.5050 / 3072.4433 - CNPJ: 08.098.004/0001-50
www.coopstar.com.br - sac.coopstar@gmail.com

RECIBO

R\$ 15,00

Recebi do(a) Sr.(a)

a quantia de R\$

Quinze reais

Referente/Destino:

Para clareza firmamos o presente recibo.

Recife, _____ de _____ de 20_____

Táxi Placa 1121471

Responsável

PONTO 606 AEROPORTO DE CONGONHAS
RECLAMAÇÕES - 156 - FONE - (11) 5533-6631 - e-mail: sac@ponto606.com.br

RECIBO Nº 10 VALOR R\$ 40,00

A QUANTIA DE: 40,00 E CENTAVOS ACIMA

REFERENTE À PRESTAÇÃO DE SERVIÇOS DE TAXI

PARTIDA: AEROPORTO INTERNACIONAL DE SÃO PAULO - CONGONHAS

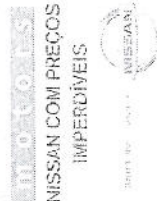
DESTINO:

PLACA Nº ERD 2009 PREFIXO: 09

SÃO PAULO 29 DE 09 DE 2012
HIA - AEROP



O MELHOR EM CHEVROLET
ZONA SUL
5018-8000



NISSAN COM PREÇOS IMPERDÍVEIS
GUARULHOS
2423-8999



(11) 3140-4001



MOTOTRISTAS AUTÔNOMO
601
VOLMIR IZOLINO DE ARAUJO
0845851094

Recebi

COH - HOTEL

28 09 12

COOPERATIVA MISTA DE TRABALHO DOS MOTOTRISTAS AUTÔNOMOS DE TAXI ESPECIAL DE SP - RÁDIO TÁXI

E-mail: centmista@autoatividadesbrasil.com.br
Av. Paulista, 564 - 10º and - Jd. Paulista - 01311-000 - SP

0845851094

05,00

CINQUENTA E CINCO

por serviços de Rádio Táxi por via eletrônica

RECIBO DE TAXI VALOR R\$ 30,00

Recebi de Antonio Roberto

o valor de R\$ 30,00

Proveniente da Prestação de Serviço de Transporte.

ITINERÁRIO: Aeroporto - ARAPE

PLACA DO TAXI: RT 25208 LOCAL E DATA: Ricardo 28 de Setembro de 2012

CARTEIRO DO MOTORISTA: [assinatura] ASSINATURA

506-15-628

RECIBO DE TAXI VALOR R\$ 10,00

Recebi de [assinatura]

o valor de R\$ 10,00

Proveniente da Prestação de Serviço de Transporte.

ITINERÁRIO:

PLACA DO TAXI: KKL 8570 LOCAL E DATA: Recife 09 de 12

CARTEIRO DO MOTORISTA: [assinatura] ASSINATURA

506-15-628

R\$ **40,00**
 PERM.: 2617
 PLACA: DJE6817

RECIBO TAXI
 011 (01) 3008-7507

Recebi (emos) de _____ referente a serviços autônomos de Táxi

Percorso: _____
 Fone: (61) 99862799

MOTORISTA: Sabemul
 CNPJ/CPF: Sabemul
 ASSOCIAÇÃO DOS TAXISTAS DO DISTRITO FEDERAL - ASTDF
 SEDE: PROVISÓRIA - CNPJ: 15.095.357/0001-09
 Calçada Agrícola Semanabala Guacara 44 Lote 12
 Taguatinga - DF
 (01) 8210-0859 - 8221-1449

Brasília, 26/09/12
Sabemul
 Assinatura

Valor R\$ 40,00

Recebi do(a) Sr.(a) Quarenja reais
 a importância de _____
 Proveniente de prestação de serviço de transporte

Origem: _____ Destino: _____
 Placa: EFW 5903 Nome e celular do taxista: Wellington Santos

Telefone do ponto: 96940-0555 São Paulo, 29 de Sabemul de 2012

Wellington
 Assinatura do Taxista



cielo
 IRTO-LTDA
 VIA - CLIENTE / POS-58033514
 CNPJ: 12853917-0001-18
 COOPSETA
 PC MIN SALGADO FILHO 8
 RECIFE PE
 0010076420060001 Doc=248749 AUT=897358
 26/09/12 13:24 ONL-D
 VALOR: 29,06
 14809127

DESCRIÇÃO	VALOR TOTAL R\$
PINA	= 29,06
AMERICAN EXPRESS	VALOR PAGO R\$: 29,06

NÃO ACEITAMOS DEVOLUÇÃO DESTE TICKET
 COOPSETA - ATENDIMENTO 24 HORAS
 TELEFONE: 3322-4153 / 3322-5022
 VALIDO COMO RECIBO

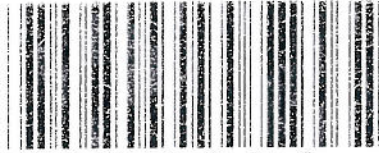
REC^{FE} AIRPORT TO HOTEL

RECIBO	R\$ <u>40,00</u>	10
:	PLACA: <u>DFG 5347</u>	
(emos) de _____	a importância de R\$ _____	referente a serviços autônomos de Táxi.
fa:	Fone: (61)	
df:	Brasília-DF, 25/09/12	

Permissões de Táxis e Associações do Distrito Federal (DISTRITAXI)
 CNAE 800 - BANCAS DE TÁXI - CNPJ 00000001-00
 CNAE 8003 - BANCAS DE TÁXI - CNPJ 00000001-00
 CNAE 8003 - BANCAS DE TÁXI - CNPJ 00000001-00

PARK 2 GO
GST 856 287016 RT0001

403.532.4844
Thank you!



* 2 5 8 8 7 8 *

CheckIn D/T: 10/01/12 15:47
CheckOut D/T: 10/04/12 09:25
Duration Time 2d 17h 38m
Plate#
Make/Model
Color
American Express
Parking Charge \$43.59
Discount \$7.11-
WEB SPECIAL 2011
Charge \$34.74
Tax %5 \$1.74
Total \$36.48
Amount \$36.48
Due \$0.00

©AVPMB

RECIBO DE TAXI
No. 11040
Recibi de Centro e quartel
a importância de reais Referente a Prestação de Serviços de Taxi
Itinerário
Placa do Taxi São Paulo, 501 St 1201-2
Ass. [Signature]
Cel. [Signature]

All taxi receipts
in Brazilian Real 515.40
Xchange rate = 482
= 248.40 Cdn

Extrato Detalhado de Lançamentos

Brasília

Cliente Pagante

- MCLEOD, SHEILA

- CANADA

- EX

CPF:

Apto

Check-In

Check-Out

23/09/2012 15:32

26/09/2012 12:00

Reserva

Identificação

, MCLEOD, SHEILA

Conta

Hóspedes/Responsáveis

MCLEOD, SHEILA /

Consumo	Item	Descrição	Nº Ctrf.	Qtde	Vi. Unit.	Valor	Total	Acumulado
23/09 00:03	RTX	Taxa de Turismo					2,50	2,50
23/09 00:03	DIA	Diarias					240,00	242,50
24/09 00:03	DIA	Diarias					240,00	482,50
24/09 00:03	RTX	Taxa de Turismo					2,50	485,00
24/09 22:03	RS01	Room Service	107001				18,00	503,00
	SA02	Beirute de Frango		1	18,00	18,00		
25/09 00:03	DIA	Diarias					240,00	743,00
25/09 00:03	RTX	Taxa de Turismo					2,50	745,50
25/09 16:56	MB01	Minibar :	107065				14,50	760,00
	RE07	Coca Cola Zero		1	4,00	4,00		
	AG02	Água Mineral s/ Gás		2	3,50	7,00		
	AG01	Água Mineral c/ Gás		1	3,50	3,50		

Sub-Total:	760,00
Taxa Serviço:	75,25
ISS:	0
Total Lançamentos:	835,25
Depósito+Antecipado:	-799,50
ISS Retido Fonte:	0
Total do Extrato:	35,75

*51.599,00 AMEX
= Cdn 790,96
÷ 2*

= American express charge 395,48 Cdm.

*S. McLeod
D. Stevenson (Sept report)*

Observações:

Naoum Express Brasília - Conforto e Praticidade de mãos dadas!
Obrigado por escolher o Naoum Express Brasília. Thank you for choosing
Naoum Express Brasília.

Assinatura Hóspede/Responsável

Hotel Recife, Brazil

BEACH CLASS INTERNATIONAL

EXTRATO PARA SIMPLES CONFERÊNCIA



TRANSAMÉRICA
PRESTIGE

PRESTIGE - Beach Class International

Nome: SHEILA MCLEOD
CPF:
Endereço:

DESCRIÇÃO	COMPLEMENTO	RN	QTD	VALOR
0808 - MCLEOD / SHEILA				
26/09/2012 Diaria	0,00	95897	1,00	357,00
26/09/2012 Taxa ISS		95898	1,00	17,85
27/09/2012 Diaria	0,00	96303	1,00	357,00
27/09/2012 Taxa ISS		96304	1,00	17,85
	SUB TOTAL			749,70
		TOTAL GERAL		749,70
		ADIANTAMENTOS EFETUADOS		0,00
		SALDO		749,70

Americ. cur. imp. charge Cdor 372.93

Alameda Santos 2233, Sao Paulo, SP, Brazil Tel: (55) 11 3069-2233 Fax: (55) 11 3069-3344

NOME / NAME: Sheila Mcleod
 COMPANHIA / COMPANY:
 ENDEREÇO / ADDRESS:

COPY

CHEGADA / ARRIVAL: 28/09/12 SAÍDA / DEPARTURE: 02/10/12 RESERVA Nº:
 AR:
 ACCT Nº: Nº DE APARTAMENTO / ROOM Nº RPS Nº:

DATA / DATE	COD. TRANS.	DESCRICAO / DESCRIPTION	VALOR TOTAL / AMOUNT
28/09/12		Room Service	50.00
28/09/12	99200	Daily Rate	451.98
28/09/12	15202	Taxa de ISS	22.60
29/09/12	50700	HSIA Room Cable	116.00
29/09/12	99200	Daily Rate	451.98
29/09/12	15202	Taxa de ISS	22.60
30/09/12	99200	Daily Rate	451.98
30/09/12	15202	Taxa de ISS	22.60
01/10/12	57020	Business Center - Papelaria	7.50
01/10/12	99200	Daily Rate	451.98
01/10/12	15202	Taxa de ISS	22.60

American Express charge 1047.63 Cdon

A Transportar:

2,071.82

Saldo	R\$	2,071.82	Total	R\$	2,071.82
Total Tributavel	R\$		5%	Total ISS	R\$

Your Marriott Rewards points/miles earned for this stay will be credited to your account and will appear on your next statement. Please note you have earned additional bonus points for:

To check your balance or view member exclusive offers, log on to www.marriottrewards.com or call US 801-468-4000!

O REGISTRO DAS OPERAÇÕES RELATIVAS À PRESTAÇÃO DE SERVIÇOS, CONSTANTE DESTA DOCUMENTO, SERÁ CONVERTIDO EM NOTA FISCAL ELETRÔNICA DE SERVIÇOS NF-e.

X _____
 ASSINATURA / SIGNATURE

On behalf of C2M Marketing & Eventos, thank you for choosing Renaissance São Paulo Hotel

RENAISSANCE DO BRASIL HOTELARIA LTDA.
 ALAMEDA SANTOS, 2233 / 2247 - CEP: 01419-002- SÃO PAULO - SP
 TELEFONE: 55 - 11 - 3069-2233 - FAX: 55 - 11 - 3064-3344
 CNPJ: 64.089.824/0003-24 - C.C.M. 4.404.330-9

All currency is Brazilian Reals
 American Express charge 396.50 Cdm = 2 = 163.25

Tango Demo

NÃO É DOCUMENTO FISCAL
 CUPOM NAO FISCAL

Preconta Nro: 15749

DATA: 25/9/2012 14:12:14 HORA: 14:12
 VENDEDOR: NADIR

MESA: 16/1

NÃO É DOCUMENTO FISCAL

CGO	QTD	PRODUTO	P. UNIT	VALOR
00159	4	COCA ZERO	4,20	16,80
00072	1	AGUA SEM GAS	3,50	3,50
00001	2	BUFFET	44,00	88,00

Total Produtos: 108,30
 Subtotal: 108,30

NÃO É DOCUMENTO FISCAL
 Serv. 10,00%: 10,83

Total: 119,13

Total pessoas: 2
 Total por pessoa: 59,57
 Permanencia: 1h 11m

50%
 59.10 Cdm

Powered By Pocket Cheff
 NÃO É DOCUMENTO FISCAL
 www.cheffsolutions.com

ECF: 001 - Conferencia de Mesa - COD N. 17731

NÃO É DOCUMENTO FISCAL
 1D0GG5H1 1D0LE6G0 11TU7HW0 1CJ9D4FB 17HF9BAY7TFJ
 BEMATECH MP-4000 TH FI ECF-IF
 VERSAO: 01.00.02 ECF: 001 LJ: 0001
 00000000W10TWW0Y 25/09/2012 14:13:01
 FAB: BE091110100011270696

For Sheila McLeod
 & David Stevenson (Sept report)

CHURRASCARIA OS GAUDERIOS LTDA
 AV. MOREIRA GUTMARAES, 964 SHEILA
 INDIANOPOLIS - SAO PAULO - SP
 CNPJ: 55.238.836/0001-10
 IE: 111.441.245.114
 IM: 9.266.868-2
 25/09/2012 21:45:56 CCF: 045020 COD: 097060

CUPOM FISCAL

ITEN	CODIGO	DESCRICAO	QTD	UN	VL UNIT(R\$)	ST	VL ITEN(R\$)
1	530074	Espeto Adulco 20X103	00	T3	206,00		206,00
2	70009	Agua Mineral 2UNX6 50 F1			13,00		13,00
3	70045	Refrigerante 2UNX6 50 F1			13,00		13,00
4	960006	Brasileirinho 1UN T3			22,00		22,00
5	70025	Cha 1UN T3			6,50		6,50
TOTAL R\$:							260,50
Amex							288,55
TROCO R\$:							28,05
T3=03T03, 20%							
Garcom: Mariene							25/09/2012
MESA 7/2							9:35 PM
Clientes: 1							10566
6GS31APL GHW95FJF DHPDJHYF							67L3CHAL 9T030FD17AOK
BEMATECH MP-4000 TH FI							IF
VERSAO: 01.00.01							0001

Dinner
 Amex
 50%
 142.54
 Cdm

cielo

AMEX
 CREDITO A VISTA
 *****2686
 VIA - CLIENTE / POS=77217942
 CNPJ: 02169338/0001-05
 FRANCISCO PATIO
 0. SCS QUADRA 7 BLA L25S 3PAV
 BRASILIA DF
 0010014087950001 DOC=284535 AUT=627071
 23/09/12 20:08 ONL-0
 VENIA A CREDITO
 VALOR: 251,35

ENTRADA DE PAGAMENTO FISCAL DE ATENDIMENTO RESTAURANTE

FORMA DE PAGAMENTO FISCAL DE ATENDIMENTO RESTAURANTE

DATA DE EMISSAO: 25/09/2012
 HORA DE EMISSAO: 14:13:01
 VALOR TOTAL: 251,35
 VALOR AMEX: 288,55
 VALOR TROCO: 28,05

DE ALIMENTOS LTDA
 S-S Terceiro Pavimento - Brasilia/DF
 Fone: 061 371 70001-20

PARA EFEITO DE CREDITO
 Valor: 251,35

CCO	Quant	Discriminacão	P. UNIT	Preço Total
		DESPESA		251,35
		50%		125,68
				124,86 Cdm
				251,35

Restaurant
 Dinner



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: Oct 9/12

Employee's Name Stoila McLeod Vendor #: _____

School / Department to mail cheque to Global Learning

Purpose of Trip / Name of Conference 2012 Intl Education Study in Alberta - Brazil Marketing Mission

Departure and Return Dates Sep 22/12 - Oct 4/12 Destination: Brazil- Sao Paulo; Recife, Brasilia

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 (including trip cancellation insurance)					
· Rail/Bus					
· Taxi/Shuttle Bus/Car Rental in Calgary					
· 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 <u>/</u> @ \$12.00					
· Lunch <u>4</u> @ \$17.00				68.00	
· Dinner <u>5</u> @ \$26.00				130.00	
· 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					
GST Breakout Area					

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.

Your booking is confirmed. Please print/retain this page for your financial records (e.g. for taxation, expense claim or payment card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.



AIR CANADA

Booking Information

Booking Reference: Customer Care
Electronic Ticketing confirmed. This is your official itinerary/receipt. Air Canada
 1-888-247-2262
Main Contact: Flight Arrivals and Departures
 1-888-422-7533
 Ms Sheila Mcleod
 Home:
 Work:

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Upgrade status
AC209	Calgary (YYC) Wed 17-Oct 2012 10:05	Vancouver, Vancouver Int'l (YVR) Wed 17-Oct 2012 10:35 - Terminal M	0	14hr00	B671	-
AC063	Vancouver, Vancouver Int'l (YVR) Wed 17-Oct 2012 11:50 - Terminal M	Seoul, Incheon Int'l (ICN) Thu 18-Oct 2012 15:05	0		B671	-
AC064	Seoul, Incheon Int'l (ICN) Tue 23-Oct 2012 16:35	Vancouver, Vancouver Int'l (YVR) Tue 23-Oct 2012 10:45 - Terminal M	0	13hr45	B671	-
AC214	Vancouver, Vancouver Int'l (YVR) Tue 23-Oct 2012 13:00 - Terminal M	Calgary (YYC) Tue 23-Oct 2012 15:20	0		B671	-

S: Track & Search; B: Status; L: Itinerary; M: My Account

Pre-order your onboard duty-free-items

You can pre-order your duty-free items now, and have them delivered directly to your seat on board. Earn up to 2 Aeroplan Miles for every \$1 spent. Details

An online pre-order duty-free discount is available for the following flight(s):

AC063: Vancouver - (YVR) to Seoul (ICN)
 Enjoy a 15% discount on all duty-free items you pre-order online

Passenger Information

1: Ms Sheila Mcleod : Adult (16+), Ticket Number:

Air Canada - Meal Preference: Regular
 Aeroplan :
 Payment Card: xxxx-xxxx- Special Needs: None
 Seat Selection: AC209 2A , AC063 7A ,
 AC064 8A , AC214 3A

Purchase Summary

Grand Total 1 adult
 Total including travel options, taxes,
 fees and charges **\$3366.95**
 CAD

Beijing



A valid passport is required for international travel. When children are travelling, additional documentation may also be necessary. It is your responsibility to meet entry requirements for the countries you are travelling to and connecting through.

Booked items

Flight: Seoul to Beijing [back to top](#)

Expedia.ca itinerary number:	Main contact: Sheila McLeod	McLeod
Airline ticket number(s):	E-mail:	
Air China confirmation code:	Preferred phone:	
	Alternate phone:	

Traveller and cost summary

Sheila McLeod	Adult	Air Canada	C\$297.00
		<u>Update Frequent Flyer number(s)</u>	
		Taxes & Fees	C\$133.61
		Total (American Express)	C\$430.61

Flight tickets will be charged to your credit card by the airline. Separate charges will appear for each ticket purchased. All other parts of your trip (including booking fees and insurance) will be charged by Expedia.ca.

[Request seat changes](#) [Print a receipt](#)

Flight summary

Thu 18 Oct 2012

Seoul (ICN)	to	Beijing (PEK)	914 km	
Depart 5:50 pm		Arrive 7:00 pm	(568 mi)	Flight: 126
Terminal 3		Duration: 2hr 10mn		

Economy/Coach Class (Seat assignments upon check-in [More Information](#)), Meal, Boeing 737-800

Total distance: 914 km (568 mi) Total duration: 2hr 10mn

Tue 23 Oct 2012

Beijing (PEK)	to	Seoul (ICN)	914 km	
Depart 11:05 am		Arrive 2:15 pm	(568 mi)	Flight: 131
Terminal 3		Duration: 2hr 10mn		

Economy/Coach Class (Seat assignments upon check-in [More Information](#)), Meal, Boeing 737-800

Total distance: 914 km (568 mi) Total duration: 2hr 10mn

Additional airline fees may apply at check-in

Fees may be charged by airlines for services such as preferred seat selection and baggage handling. Please note that fees are determined by the airline you check in with and may change at anytime.
[See fees.](#)

Tip: You may be denied boarding unless you check-in for each flight at least 90 minutes prior to departure.

[View all insurance options](#)

You have opted not to purchase Trip Cancellation Coverage.

PSAM200110002543
 SB-----08201326

北京出租专用发票
 BEIJING TAXI SPECIAL INVOICE
 发票联
 INVOICE

111001281025
 03230810
 0022
 64065088
 B-L4184
 251797
 2012-10-23
 12:42-13:45
 2.00
 39.5
 00:16:07
 1
 ¥115.00

北京出租专用发票
 BEIJING TAXI SPECIAL INVOICE

211001211010
 74810991
 0357
 67366666
 B-H8513
 211475
 2012-10-19
 12:11-12:18
 2.00
 3.7
 00:01:54
 1
 ¥12.00

北京出租专用发票
 BEIJING TAXI SPECIAL INVOICE

211001211011
 280529359
 8456 125
 B-N7701
 224755
 2012-10-20
 15:28-15:40
 2.00
 6.1
 00:01:14
 1
 ¥17.00

TAXI
 china
 Currency = RMB
 ¥144.00 (0.16248 cdn) = 23.07

tel: 0086.10.5922.8888
westin.com/chaoyang

北京金茂威斯汀大饭店
中国北京市朝阳区东三环北路7号 邮编:

name 姓名	: Ms. Sheila Jane Mcleod	membership	:
email address 电子邮件:		room	:
address 地址	:	arrival 入住日期	: 18-Oct-2012
	Canada	departure 离店日期	: 23-Oct-2012
company 公司	: Embassy of Canada	cashier 收银员	:
travel agent 旅行社	:	printed date/page 打印日期/页数	: 23-Oct-2012 1 of 2

INFORMATION INVOICE

date 日期	description 项目	reference 描述	charges/credit 费用/可用余额
10/18/12	Room Charge		1,667.50
10/19/12	Room Charge		1,667.50
10/20/12	Room Charge		1,667.50
10/21/12	Room Charge		1,667.50
10/22/12	Room Charge		1,667.50
10/23/12	PGS - American Express		8,337.50

TOTAL 总计 : 8,337.50 8,337.50

BALANCE 余额: 0.00 RMB

rate 0.160248

1336.07 celn

if your bill is to be charged to any approved credit card, the signature below is deemed to have been made on the applicable credit card voucher. I agree to remain personally liable for the payment of this account if the corporation or other third party billed fails to pay part of all those charges.

如阁下采用认可的信用卡结账, 以下的签署应与信用卡单据上的相同。本人同意当有关人士、公司或社团未能支付部分或全部款项时, 此账目的责任并将未免除并由本人承担。

signature | 客人签署

CSC BEIJING
 2012-10-21 DELEGATION
 拿波里辣香锅

2 people
 小樽日本料理
 消费清单
 Husted
 Alberta Education
 just
 AB Beijing

结账台号: 9
 消费单号: 20121021000607
 打印时间: 2012-10-21 12:59
 人数: 2 收银: 025

消费项目	数量	单位	单价	金额
商务套餐	2	套	88.00	176.00

消费总额: 176.00
 应付金额: 176.00

客户签名:
 酒店地址: 好苑建国(开票一个月内有效)
 预订电话: 65288387

\$ 28.20

\$ 409.00
 (0.160248 cdn)
 = 65.54

商品名称	数量	金额
饮料	1.00	54.00
餐具	3.00	3.00
蔬菜	0.40	24.00
蔬菜	0.43	26.00
蔬菜	0.24	14.00
荤菜	0.13	16.00
荤菜	0.09	11.00
荤菜	0.16	22.00
海鲜	0.14	22.00
海鲜	0.05	8.00
海鲜	0.10	17.00
精品北京特产	1.00	16.00

总计金额: 233.00
 优惠金额: 10.00

收现金: 130.00
 现金找零: 57.00

\$ 37.34

香城 凤城
 朝阳区新源南路1号富源大厦B01

3 people



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: Nov 12/12Employee's Name Sheila McLeod

Vendor #: _____

School / Department to mail cheque to Global LearningPurpose of Trip / Name of Conference ACA Secondary School Int'l Summit ProgramDeparture and Return Dates Oct 18-23/12Destination: Beijing China

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 (including trip cancellation insurance)					
· Rail/Bus					
· Taxi/Shuttle Bus/Car Rental in Calgary					
· 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 <u>1</u> @ \$12.00					
· Lunch <u>2</u> @ \$17.00				34.00	
· Dinner <u>2</u> @ \$26.00				52.00	
· 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					
GST Breakout Area					

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.

*
Sept 1 to Oct 11
TELUS^{®/MD}

INDIVIDUAL DETAIL

403-
SHEILA MCLEOD
INTERNATIONAL BUREAU

Savings Details

Corporate Discount 14.26

Total Month's Savings \$ 14.26

Current Charges - Detail

Contract Term : 3 yr

Monthly Service Plans Oct 12 to Nov 11

Service Plan Name	Total
Corporate Special 250	25.00
20.0% Voice disc	-5.00
Total	\$ 20.00

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)	258:56	143:42	115:14	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	63:00	0:00	0:00	63:00	6.30
Total Long Distance Used					\$ 6.30
20% discount w/ 8¢ LD					\$ -1.26
Total					\$ 5.04

Roaming Charges

Service	Roaming Minutes	Roaming Charges	Roaming LD Minutes	Roaming LD Charges	Roaming Surcharge	Total
US / Int'l Phone	31:00	0.00	31:00	77.50	0.00	77.50
Total						\$ 77.50

Data and Other Services

Service	Total Events	Event Type	Total
Text Msg - Sent	64	Msg	0.00
CAN to Int'l Text Msg - Sent	4	Msg	0.00
Roaming Txt Msg - Received	104	Msg	62.40
Roaming Txt Msg - Sent	95	Msg	57.00
Picture Messaging - Pictures	1	Pic	0.50
International GPRS Data Roaming	27.852	MB	278.96
Data Usage - BlackBerry Smartphones	35.983	MB	0.00
Text Msg - Received	79	Msg	0.00
Total			\$ 398.86

Value Added Services

Service	Total
Call Forward Busy (Oct 12 to Nov 11)	Free
Caller ID Free (Oct 12 to Nov 11)	Free
Corp - Unlimited text msg (Oct 12 to Nov 11)	Free
Corp. 6pm Unltd Nights & Wknds (Oct 12 to Nov 11)	Free
Detailed Billing \$0 (Oct 12 to Nov 11)	Free
Email & Web 40 - BB UNLMTD WAP (Oct 12 to Nov 11)	40.00
Incoming Mobile Promo (Oct 12 to Nov 11)	Free
Mobile to Mobile (Oct 12 to Nov 11)	Free
Unl Cdn LD Mobile to Mobile (Oct 12 to Nov 11)	Free
Voice Mail 25 (Oct 12 to Nov 11)	5.00
20.0% BlackBerry data disc	-8.00
Total	\$ 37.00

PTLPS0A 00039 HRI - 1497 - 363 - 9 - 1 - 005661



GOE-CALGARY BOARD OF EDUCATION

CLIENT N° : /
BILL N° : 001073918137

BILL DATE : 11-Oct-12
PAGE 766 of 2993

INDIVIDUAL DETAIL continued

SHEILA MCLEOD
INTERNATIONAL BUREAU

	Total
Taxes	
GST	7.00
HST - Ontario	0.06
Total	\$ 7.06
<hr/>	
Total Current Charges	\$ 545.46